
Casual Leave Application (Format)

To,

[Manager's/HR's Name]

[Designation]

[Company Name]

[Date]

Subject: Application for Casual Leave

Dear [Manager's/HR's Name],

I would like to request **casual leave on [mention date(s)]** due to [mention reason briefly – e.g., a personal commitment, urgent family matter, or personal work].

Please approve my leave for the mentioned period. I will ensure that my responsibilities are managed and any urgent tasks are handed over before my absence.

Thank you for your understanding.

Sincerely,

[Your Full Name]

[Employee ID / Department]

Example – Casual Leave Application for One Day

Subject: Request for Casual Leave on 20th August 2025

Dear [Manager's Name],

I would like to request a casual leave on **20th August 2025 (Tuesday)** due to personal reasons. Please grant me leave for the day.

I will make sure to complete all pending tasks before my leave.

Thank you for your consideration.

Sincerely,

Riya Sharma

Marketing Executive