

Leave Letter Format PDF

Leave Letter Format for School

To

The Principal
School Name
School Address
Date

Subject: Application for Leave

Respected Sir/Madam,

I am [Your Name], a student of class [Your Class/Section]. I am unable to attend school from [Start Date] to [End Date] due to [reason – e.g., illness, family function, personal reasons].

I kindly request you to grant me leave for the mentioned period. I assure you that I will cover up the missed lessons.

Thank you for your understanding.

Yours obediently,

Your Name
Class: [Class & Section]
Roll No.: [Roll Number]

Sample for School Leave Letter

To

The Principal
Green Valley Public School
New Delhi
23 September 2025

Subject: Request for Leave

Respected Madam,

I am Rohan Sharma of Class 8-B. I am suffering from fever and will not be able to attend school from 23rd to 25th September 2025. Kindly grant me leave for three days. I will make sure to complete all the missed work.

Thank you for your kind consideration.

Yours obediently,

Rohan Sharma
Class 8-B
Roll No. 24

Leave Letter Format for Job/Office

Your Name

Your Designation

Department

Company Name

Date

To

Manager's/HR's Name

Designation

Company Name

Subject: Request for Leave from [Start Date] to [End Date]

Dear [Manager's Name],

I am writing to request leave from [Start Date] to [End Date] due to [reason – e.g., personal reasons, medical issue, family commitment]. Kindly approve my leave application for the mentioned duration.

Please let me know if any handover of work is required before my leave. I will ensure a smooth transition.

Thank you for your consideration.

Sincerely,

Your Full Name

Your Employee ID

Sample for Job/ Office Leave Letter

Your Name

Marketing Executive

ABC Pvt. Ltd.

23 September 2025

To

Mr. Rajesh Kumar

Manager – Marketing

ABC Pvt. Ltd.

Subject: Request for Leave from 23rd to 25th September

Dear Sir,

I would like to request leave from 23rd to 25th September 2025 due to personal reasons. I have updated my team on all pending tasks and ensured a smooth handover.

Kindly approve my leave request.

Sincerely,

[Your Full Name]

Employee ID: 1245