

Sample Paid Leave Application for Holidays

To,

e.g. The Manager, [Company Name]

Company Address

Subject:

Application for Paid Leave During Holidays

Respected Sir/Madam,

I am writing to request paid leave for the upcoming holidays from [Start Date] to [End Date] due to [brief reason, e.g. spending time with family]. I have ensured that all my responsibilities are up to date and I will be available for any urgent work remotely if needed.

Kindly consider my request for paid leave during this period. I shall be grateful for your cooperation.

Thank you.

Yours sincerely,

Your Name

Designation

Contact Details

Date