

Spoken English

How to Write a Formal Email Regarding a Leave/ Off?

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Taking time off to rejuvenate is certainly recommended. In this fast paced life, it gets impossible for us to carry on working if our mind is fatigued. At such times, it is best to just take a breather, apply for leave and hit the road for a vacation.

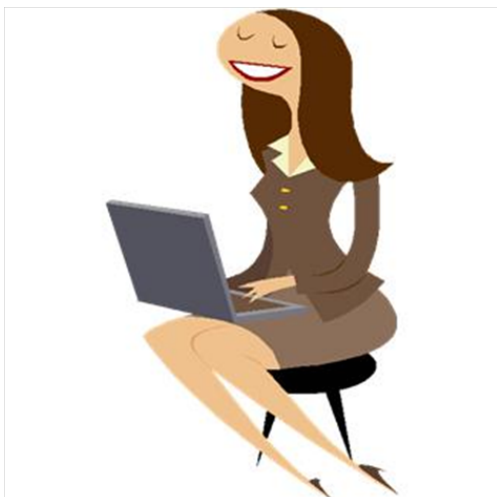


Sounds stimulating, doesn't it? But before you take off, you need to go through the stringent procedure of applying for the leave and follow ups. Of course, applying for a leave will require you to write your leave application letter in simple English.

Role of Simple English

A leave application can mean a short term or a long term leave but taking permission for leave is an extremely crucial step when working in an organization. This will give your employer a chance to palm out your duties for that particular period to someone else working in your department.

Remember, it's not a casual letter and you need to use a restricted language. Be cautious in framing the sentences, keep the spellings under check and ensure you triple check before finally hitting send on your email .



Are you prepared? Well, whether or not... An example will be just perfect to give you a direction in

applying for leave.

Sample of a leave letter

Subject: Application of leave for 10 days.

Sir,

I wish to apply for 10 working days leave from the 15th of August 2013 till the end of the month (15th – 30th August 2013) as I am going on a family vacation.

I would like to have your approval on my leave of 10 days. All my responsibilities and the outstanding work will be taken care of by me, before I leave.

Looking forward to a positive reply at the earliest!

Thanking you.

Yours sincerely,
Ramesh Iyer.
Content Manager.

Conclusion

If you've noticed, the entire email is to the point. One should always keep it that way. Avoid using complicated terms and keep the email extremely basic and productive. Write in fluent English. Hoping that this email has imparted sufficient knowledge of how to go about writing a leave application, keeping in mind the superiority of the senior you're addressing the email to.



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- By Monika Agarwal

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