

Casual Leave Letter for Office

Send by email or through your HR portal. Mention who will cover your work.

Subject: Casual leave application - [Your Name] - [DD to DD Month]

Dear [Manager's Name],

I would like to request casual leave for [two] days, from [DD Month] to [DD Month], for a personal commitment.

I have completed my urgent tasks and briefed [Colleague's Name] on the ongoing work. I will be reachable on [phone number] if anything needs my attention, and I will resume work on [DD Month].

Thank you for considering my request.

Best regards,

[Your Name]

[Designation] | [Employee ID]