VACATION LEAVE REQUEST LETTER

DAME:

Own DECUMENT NAME.

I have been samestly working for [FOUR CONPANY NAME] for more than [NUMBER] years, during which I have not used more than half of my vacation leave.

[DETAIL]. That being said, I would like to request for a vacation leave starting on [START DATE] to [END DATEL I have already done all the pending tasks and all the projects that needed to be done by the

I am hoping for your kind consideration on the matter.

Regards.

WOUR SIGNATURES

STOCKS NAMES

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Sample Letter Requesting Vacation For School

Lauren Gardner

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