Casual leave application format

Template from our own collection. Replace every [placeholder] with your details; sample names are fictional. This is not legal or professional advice.

[Date]

To,
[Manager's Name]
[Designation]
[Company Name]

Subject: Application for casual leave on [Date(s)]

Dear [Manager's Name],

I request leave on [Date(s)] ([Number] day(s)) to attend a family function in [Place]. I plan to return on [Return Date].

I would be grateful if this could be adjusted against my casual leave balance, as per company policy.

I have planned my work so that nothing falls due during my absence. The [Report / Task] is scheduled for submission on [Earlier Date], before my leave begins, and [Colleague's Name] will cover day-to-day requests. I will update the team calendar and set an out-of-office reply.

If this period clashes with a critical deadline, I am willing to adjust my dates.

Thank you for considering my request.

Yours sincerely,

[Your Name]
[Employee ID]