Leave emailaa

Here's a professional email template you can use:

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Subject: Request for Leave on January 2, 3, 6, and 7

Dear [HR's Name],

I hope this email finds you well. I am writing to formally request leave for January 2, 3, 6, and 7 due to unavoidable personal circumstances. I understand that during my notice period, availing earned or casual leaves is not permissible, and I am willing to have these days treated as Loss of Pay (LOP).

I have discussed this matter with my manager, [Manager's Name], and have copied him in this email for reference. I kindly request your approval for this leave arrangement. Please let me know if any additional information or formalities are required from my end.

Thank you for your understanding and support.

Best regards,

[Your Full Name]

[Your Employee ID, if applicable]

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This email is professional, concise, and includes all necessary details. Let me know if you need any further changes!

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