Dear Sir,

I am writing this letter to ask permission to avail twelve days leave for Christmas from 21December2013 to 02January2014. This leave is according to the leave-plan I submitted along with other employees in February this year.

Since I was under probation last year, I could not go home for Christmas holidays. After receiving intimation of my permanent recruitment in January this year, I have not availed leave even for a single day. Moreover, it has been three years since I went home for Christmas.

I will hand over my work-files and brief my co-worker Martin so that he can handle all queries in my absence. I will leave my contact details with your office in case of any urgent requirement.

I request you to kindly grant me twelve days leave for Christmas holidays and oblige.

Thanking you,

Yours Sincerely,

John

