**Annual Leave Application**

Subject: Annual Leave application

Dear Mr./Mrs. Supervisor/Manager Name,

I am writing this letter to inform you that I have to take a long-term leave. So, I would like to utilize my full annual leave allowance given to me.

I request you to consider my 30 days leave as I am planning for an international trip to visit my husband. I would like to take the leaves from [begin date] to [end date].

I have handed over my work responsibilities to [team member name]. This person understands the work very well. So, he/she can able to handle the work without any difficulties. In fact, it is the final portion that can be handled by him/her.

I can start again the work at the office on [date]. Please contact me at the given [number or email Id] in my absence at the workplace.

Yours Sincerely,

[Employee Name]