

[Your Name]
[Your Job Title]
[Employee ID Number]
[Date]

[Manager's Name]
[Company Name]
[Department Name]

Subject: Request for Paid Marriage Leave

Dear [Manager's Name],

I am writing to formally request paid marriage leave as per the company benefits policy. I am getting married on [Date of Wedding].

I would like to request leave starting from [Start Date] to [End Date]. I plan to return to work on [Return Date].

In preparation for my absence, I have ensured that my current tasks are up to date. During my leave, [Colleague's Name] has kindly agreed to oversee my urgent responsibilities. I will also make sure all hand-over notes are completed before my departure.

I have attached the necessary documentation as required by the HR policy. Please let me know if there are any additional forms I need to complete.

Thank you for your support and for considering my request.

Sincerely,

[Your Signature]
[Your Printed Name]