

Subject: Marriage Leave Request - [Your Name]

Dear [Manager's Name],

I am writing to formally request leave for my upcoming wedding. As a remote employee, I want to ensure my responsibilities are covered well in advance of my absence.

I would like to request leave from [Start Date] to [End Date]. I plan to return to my remote workstation on [Return Date].

Before my leave begins, I will complete all pending tasks and provide a detailed status update on my current projects. During my absence, [Colleague's Name] has agreed to be the point of contact for any urgent matters regarding my portfolio.

I have ensured that my internet connectivity and remote access will be deactivated/out-of-office during this period to focus on the occasion. I will set an automated email response to inform clients and teammates of my return date.

Thank you for your support and for considering my request.

Best regards,

[Your Name]

[Your Job Title]

[Your Phone Number/Contact Info]