

To: [Name of Department Head]
Position: [Job Title]
Department: [Department Name]

Date: [Current Date]

Subject: Marriage Leave Request - [Your Name]

Dear [Department Head Last Name],

I am writing to formally request marriage leave as I will be 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].

I have ensured that my current tasks are up to date, and I will hand over my ongoing responsibilities to [Colleague's Name] before my departure to ensure a smooth workflow during my absence.

I have attached the necessary documentation as per company policy. Please let me know if any further information is required for the approval of this request.

Thank you for your support and well wishes.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Employee ID]