

[Your Name]
[Your Executive Title]
[Date]

To: [Name of Supervisor or Board of Directors]
[Company Name]

Subject: Marriage Leave Request - [Your Name]

Dear [Recipient Name],

I am writing to formally request a leave of absence for my upcoming wedding. As I prepare for this significant personal milestone, I wish to ensure a seamless transition of my executive responsibilities during my absence.

I am requesting leave from [Start Date] to [End Date], returning to the office on [Return Date].

To maintain operational continuity, I have developed a comprehensive handover plan. During this period, [Colleague's Name/Department] will be the primary point of contact for urgent departmental matters. I will ensure all pending strategic projects are updated and that my direct reports are fully briefed prior to my departure.

I will remain available via email for any critical emergencies that require my direct executive input. However, I intend to be fully offline to focus on my wedding and honeymoon during the aforementioned dates.

Thank you for your support and for your leadership during this time. I look forward to returning with renewed focus to continue driving [Company Name]'s success.

Sincerely,

[Your Signature]
[Your Printed Name]