

Application for Casual Leave

Date: [DD/MM/YYYY]

To, [Recipient's Name]
[Designation]
[Department/Organization]

Subject: Application for Casual Leave

**Respected
Sir/Madam,**

I would like to request casual leave from **[start date]** to **[end date]** due to **[reason]**. I kindly request you to grant me casual leave for **[number of days]** days.

I have ensured that all urgent tasks are up to date and my responsibilities have been delegated to **[Colleague's Name]** during my absence.

I will be available on phone/email in case of any emergencies.

I request you to kindly consider my application and grant me leave for the mentioned period.

Thanking You,

Yours sincerely,

[Your Name]
[Designation]
[Department/Employee ID]

CC: [Optionally add CC if needed]

Attachment: [Attach supporting documents if any]

Important Notes:

- Casual leave is typically granted for personal reasons and short durations.
- Always mention the exact dates and reason for leave.
- Inform your reporting authority in advance whenever possible.
- Ensure work is managed or delegated during your absence.
- Follow your organization's leave policy and attach necessary documents if required.