

How to write a leave request email (with examples)

You've been saving up your annual leave days and you're ready to take off on that long-awaited holiday. Or maybe you're having a baby and you're planning some parental time off. Before you do anything else, there's one important thing to cross off your to-do list: put in your [request for a leave](#) of absence.

It might sound simple enough, but the way you request your leave can have a big impact on how your employer perceives the request and responds to it. A well-written leave application email submitted with plenty of advance notice is a reflection of your professionalism and your respect for your employer and colleagues.

Learn the correct format and content to include in your leave request, to make sure it is clear and appropriately detailed. Read our sample letters and templates, tailored to different types of leave requests, and use them as a practical reference to help you draft your own. Get ready to write a leave letter to an employer that ticks all the boxes for professional courtesy.

What is a request for leave email?

A request for leave email is an email you send your manager asking to take time off from work. It outlines your need to be absent from duties for a specific period and should clearly state the reason for your leave, the dates you plan to be away and, depending on the type of role you have, how you might manage work responsibilities during this time.

Australian employees get minimum entitlements for different types of paid leave:

- **Annual leave:** used for any type of leisure time off. [Annual leave](#) is usually planned and scheduled weeks or months in advance.
- **Sick leave:** for when you're not well enough to perform your duties. Sick leave

is unplanned and may require a doctor's note, depending on your employer's policy. Mental health days fall under sick leave, as does carer's leave, when you need to take care of a sick family member.

- **Compassionate leave:** or bereavement leave is to take time off after the death of a loved one.
- **Parental leave:** paid and unpaid parental leave when having a baby or adopting a child under 16.
- **Long-service leave:** an extended period of time off for employees who have been with the same company for 10 years.
- **Community service leave:** for jury duty or an emergency management activity.
- **Family and domestic violence leave:** to attend to matters related to family and domestic violence.

How to write a request for leave email

Before you confirm any personal plans, it's best to wait until your leave is approved. Writing a polite request for leave email is a handy professional skill to have. Here are the steps to take when writing an email to request leave:

1. **Start your email** by addressing it to the appropriate person. This is usually your direct supervisor or the HR department, depending on your company's policies. Use a polite greeting such as "*Dear [Manager's Name]*" or "*Hello [HR Department's Name]*".
2. Clearly state the purpose of your email at the beginning. Specify the type of leave you are requesting (annual, sick, carer's, etc.) and the exact dates of your planned absence.
3. If your leave requires documentation, such as a doctor's note for sick or medical leave, mention that you have attached this to the email.
4. You may opt to include some assurance in your email that you will finalise any major projects before your leave, or hand over important tasks to a colleague. Whether you include this is dependent on your workplace culture and your role at the company.
5. **End your email** with a professional closing, such as "*Best regards*" or "*Sincerely,*" followed by your name.
6. Before sending the email, take a moment to **proofread it for any spelling or grammatical errors**.

Remember to keep a polite tone and state your request concisely to minimise the potential for misunderstandings.

Tips for writing an email requesting leave

Writing a successful email to request leave requires more than just stating your need for time off. Here are some tips to help you out.

Understand the deadlines and procedures for proper submission

Before drafting your email, refer to your company's leave policies. Check the deadlines for submitting leave requests, especially for planned absences like annual leave, when you likely have to provide a certain amount of advance notice. If your request comes too late, it may not be approved.

Following organisation-specific guidelines

Different organisations have different guidelines for requesting leave. You might have to use a particular format for your leave email or you may have to submit a leave request through a portal like Workday. Familiarise yourself with your company's guidelines, so that your request has the best chances of being approved.

Customise your email

Tailor your email to reflect the specific type of leave you are requesting. For instance, a sick leave request is usually more urgent and requires less detail about the absence. A parental leave request email will need more detail around paid and unpaid leave. A request for annual leave might need to be submitted months in advance if it's around the time of a major seasonal holiday.

Maintain a polite and professional tone

Even if the reason for your leave is personal, maintain a polite and professional tone. Be honest about your reason for taking leave, but limit how much personal information you share, keeping details relevant and appropriate.

Address potential concerns

While you are fully entitled to your allotted days off, if you're taking a long period of annual leave, try to mitigate coworker stress by anticipating any potential concerns your

absence might cause and addressing them in your email. This could involve offering to provide handover notes for your key responsibilities or committing to finalise major jobs before you leave.

Request for leave application format

When you need to write a letter of leave from work, using a well-organised and easy-to-read format is essential. This ensures that you include all necessary information and present your request in a way that is easy for your employer to reference in future. Below is a template for a leave letter that can be adapted to various types of leave requests.

Subject: [Type of leave] request

Dear [Manager's/Supervisor's name],

I am writing to request [type of leave, e.g., annual, sick, personal, carer's] leave from [start date] to [end date].

[In the second sentence you may provide a small amount of detail, if you feel it is necessary.]

I will ensure that all my current tasks are up to date before my leave begins and will provide handover notes for my duties. [Optional] I have attached [any necessary documentation, e.g., medical certificate, if applicable] to this email for your reference.

Please let me know if there are any concerns or if further information is required.

Sincerely,

[Your full name]

[Your position]

[Your contact information]

Request for leave letter example

While the above example is a generic letter that can be tailored to any type of leave,

here are more specific examples for a leave request letter you can use for inspiration for your own email.

Personal leave request example

Subject: Personal leave request

Dear Chris,

I am writing to request compassionate leave from 14 March to 15 March due to a death in the family. [Colleague's name] will take care of my most urgent projects while I'm away. I have also prepared notes and instructions to assist the team.

I appreciate your understanding and support during this time.

Sincerely,

[Your full name]

[Your position]

Sick leave request example

Subject: Sick leave notification

Dear Jen,

I'm writing to let you know that I will be taking a sick day today due to illness [11/10/24]. I anticipate being able to return to work tomorrow, but will confirm early tomorrow morning.

Sincerely,

[Your full name]

[Your position]

Annual leave request email example

Subject: Annual leave request

Dear Mike,

I would like to request annual leave from 23/6 to 1/8 for an overseas holiday.

I will ensure that all my major projects for the month are complete before I leave, and will provide notes for the team to refer to during my absence.

Sincerely,

[Your full name]

[Your position]

Carer's leave sample letter

Subject: Carer's Leave Request

Dear Liz,

I am writing to inform you that unfortunately an immediate family member is unwell and I will need to take carer's leave from tomorrow (3/4). I anticipate being able to return to work by Friday (5/4).

Please let me know how I can assist with handing over my duties to the team temporarily.

I appreciate your understanding and support during this time.

Sincerely,

[Your full name]

[Your position]

Why is a request for leave email important?

In a professional setting, [the way you communicate](#) your need for leave is just as important as the leave itself. Here are some reasons why it's worth getting right.

Ensures a smooth transition

By providing specific dates for your leave, as well as arrangements for covering your responsibilities, you help your manager prepare for your absence. This minimises disruptions to the team ensures your duties can be done while you're away.

Minimises misunderstandings

Your leave request email should make the details of your absence clear: the dates, whether it's paid or unpaid, and if you will be providing any documentation. It sets clear expectations and helps your employer plan accordingly.

Provides a documentation trail for records

A formal leave request email serves as an official record of your absence. This is important for both you and your employer, as it ensures that your leave is accounted for and managed in line with company policies.

Complies with organisational policies

Many organisations have specific policies and legal requirements regarding employee leave. A formal leave request email ensures that you are complying with these policies.

Provides necessary details for successful leave approval

A leave request email should include all the necessary details required for your employer to approve and record your leave. This includes the type of leave, the duration, the reason (if appropriate), and potentially how your responsibilities will be managed in your absence. Providing all this information upfront increases the likelihood of a smooth approval process.

If your job requires you to write a leave request email when you take time off, bookmark this page so you can refer back to the template whenever the need arise. Customise it to your situation, keep a polite tone, proofread it, and send it off with the appropriate amount of advance notice, and you will have mastered an important component of professional etiquette.

FAQs

What information should I include in my leave letter?

In your leave letter, you should include the type of leave you are requesting (such as annual, sick, personal or carer's leave), the specific dates of your planned absence, a brief reason for your leave and any supporting documentation. This information ensures that your manager has a clear understanding of your needs and can prepare for your absence.

How should I state the reason for my leave request?

The reason for your leave request should be stated clearly but concisely. For personal or annual leave, a brief mention of the reason (like travel or personal commitments) is all that is needed. For sick leave, include a general statement about your health condition without going into too much detail. Always maintain a professional tone and only share details that are necessary and relevant.

What level of detail is necessary in a leave letter?

The level of detail in a leave letter should be enough to convey your request clearly without oversharing personal information. Include specific dates, the type of leave and a brief reason for your absence. If you have made arrangements to cover your work, mention this as well. The goal is to provide enough information for your employer to understand and process your request efficiently.

How much notice should I give before requesting leave?

The amount of notice you should give before requesting leave depends on the type of leave and your company's policy. For annual leave, it helps to give as much notice as possible, up to months in advance. For sick leave or emergencies, give notice as soon as you can. Failing to call or email before a certain time when you are sick can be recorded as a 'no show' or unauthorised absence, which could result in a verbal or written warning. Always refer to your company's leave policy to comply with any specific requirements.

What should I do if my leave request is denied?

If your leave request is denied, you can ask for a meeting or a discussion with your supervisor or HR to clarify any issues. Depending on the reason, you might be able to

negotiate alternative dates or make adjustments to your request. Always remain professional and explore different options to address both your needs and your company's requirements.