Leave Application Template (Work and School)

Two leave application templates — one for employees and one for students — with space for dates, reason and cover arrangements.

Workplace leave application

Subject: [Type of leave] request: [start date] – [end date] ([number] days)

Dear [Manager's name],

I would like to request [type of leave] from [start date] to [end date] ([number] working days) [brief reason].

[Cover arrangements: who will handle your work while you are away.]

I will be reachable at [phone/email] for anything urgent.

Please let me know if you need any further information.

Kind regards,
[Your name]
[Job title / Employee ID]

School or college leave application

To
The Principal / [Teacher's name]
[School or college name]

Date: [date]

Subject: Application for [number] days' leave

Respected Sir/Madam, [or: Dear Ms./Mr. Surname,]

I respectfully request leave from [start date] to [end date] as [brief reason].

I will collect notes from my classmates and complete any missed work when I return.

Thank you.

Yours sincerely,
[Your name]
[Class / Section], Roll No. [number]