

MARRIAGE LEAVE LETTER

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Introduction

There is a time in everyone's life when they meet their soul mate in reality. If you are working in an organization, it becomes your responsibility to inform them officially about your wedding and the leaves required. By doing so, you will be expressing your professionalism.

Through this letter, you can give them an invitation and also inform them about the days when you will not be in office.

Marriage Leave Letter Tips

Few tips should be considered for writing an effective marriage leave letter:

- First and foremost, it is vital to invite the concerned person for the wedding ceremony.
- You must clearly mention the number of days when you were not in office.
- Letter should be brief and concise
- You must enclose the wedding invitation card with the letter
- Once you are through writing the letter, please recheck the same for spelling mistakes or grammatical errors.

Sample Marriage Leave Letter

From,

Christine Joseph,

Admin Manager,

ABC Inc.

Atlanta

Date (Date on which letter is written)

To,

Peter Simon,

Personnel Manager,

ABC Inc.

Sub: Requesting for leave

Dear Mr. Simon,

I am glad to inform you that I am tying knot on 30th of this month. I am very much excited about the same. I, hereby, would like to officially inform you regarding my leaves as I need to do preparations for the wedding. I have completed all my files and handed over to my Team Leader.

I would be needing two week leaves for my wedding. I would be really thankful to you if you grant me leaves for the above mentioned period and consider this letter as an official document for my leave records.

I look forward to see you on my wedding, without fail.

Thanking you,

Yours sincerely'

Christine Joseph

Marriage Leave Letter Template

From,

Date (Date on which letter is written)

To,

Sub: _____

Dear _____,

This is to bring to your kind attention that I am getting married on _____ (specify date). Till date, we have not done any preparations and now we are running short of time. Therefore, I would be needing leave for _____ (specify period) days from tomorrow onwards to do the arrangements for my wedding. I have handed over my charge to _____ (name) who I know will manage effectively.

I hope you will consider my request and accept this letter as an official leave application. I am also enclosing my wedding invitation with the letter and it would be a pleasure for me if you become a part of my special evening.

Thanking you,

Yours sincerely'

(_____)

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