

# Leave Application Report: Family Function

This **leave application report** is submitted to formally request time off due to a family function. It outlines the dates of absence and provides necessary details to ensure proper documentation. The report aims to facilitate approval and smooth workflow management during the leave period.

## Employee Details

- **Name:** [Your Name]
- **Department:** [Your Department]
- **Employee ID:** [Your Employee ID]
- **Date:** [Application Date]

## Leave Details

- **Type of Leave:** Casual/Personal Leave
- **Reason:** Attending a family function
- **Leave Duration:** [Start Date] to [End Date]
- **Total Days:** [Number of Days]

## Work Handover Plan

I have discussed my planned leave with my team and have delegated my responsibilities to **[Colleague's Name]** during my absence. All urgent tasks will be managed as per the agreed arrangement to ensure workflow continuity.

## Contact Information During Leave

I can be contacted in case of urgent matters at **[Email/Phone]**.

## Approval

Kindly approve my leave request for the mentioned period. I will ensure all pending work is completed before my absence and resume work promptly on my return.

Thank you for your consideration.

Sincerely,  
[Your Name]  
[Your Designation]