

Leave request

Dear [Manager], I would like to request [type] leave from [date] to [date] ([number] working days). [Colleague] has agreed to cover [tasks]. I will make sure [handover] is complete before I go. Please let me know if these dates work.

Kind regards, [Name]

Flexible / remote work request

Dear [Manager], I would like to request [working pattern, e.g. working from home on Tuesdays and Thursdays] from [date]. I will [how work and communication will continue]. I suggest a [length] trial, reviewed on [date]. I am happy to discuss. Kind regards, [Name]

Notes