نموذج طلب إجازة بالانجليزي

……………………………………………………… :To Mr.

I submit to you an application for leave ……., starting on …/…. /….. I shall return to work on …/…. /…., And this is because of ………... I hope you will agree to my request because I am in great need of this leave, and God is the Grantor of success, and you have all my thanks and appreciation

Brought to you by: ……………………………………

……………………:employee in

………………………… :Telephone number

………………………………… :Signature