**Đơn xin nghỉ phép năm**

Dear Ms./Mr./Mrs. \_,  
I am writing you this letter to ask for your permission for my annual leave for a period of 3 weeks from \_ to \_, as I wish to visit my family in Vietnam.  
I have transferred my important tasks to . He/she will take care of my tasks while I am away. If urgent, you can contact me at the following number \_.  
I hope you will understand my situation and response to my request as soon as possible.  
  
Thanks and best regards,

**Đơn xin nghỉ phép nghỉ thai sản**

Dear Ms. /Mr. /Mrs. \_,  
I would like to inform you of my intention to take the allotted \_ of maternity leave. I am planning to start my maternity leave on \_ and go back to work by \_.  
In my absence, \_ can take care of important tasks. I have trained him/her about all the necessary daily tasks. In case of an emergency, you can call me at \_.  
Thank you for your attention. I wish you good health.  
  
Yours sincerely,

**Đơn xin nghỉ phép nghỉ dưỡng**

Dear Ms./Mr./Mrs. \_,  
I hope this email finds you well.   
I am writing this letter to request your approval for a 14-day-leave for my family vacation. I would like to start my vacation from \_ to \_.  
I have trained my colleague, \_ to cover my tasks. But I am confident that my team will perform well during my absence.  
Thank you for your consideration.  
  
Best wishes,

**Đơn xin nghỉ phép nghỉ đám cưới**

Dear Ms./Mr./Mrs. \_,  
I am glad to inform you that I am getting married on \_ at \_.  
I would like to request approval of my leaves from \_ to \_ .  
I would also like to invite all of my colleagues to the wedding. Please find my invitation letter attached in this email.  
I will make sure to finish my tasks by \_. I have also transferred some of my duties to \_.   
Please kindly grant me leaves for the mentioned dates and celebrate the wedding with me.  
Awaiting a positive response from you.  
  
Yours truly,

**Đơn xin nghỉ phép nghỉ nửa ngày**

Dear Ms. /Mr. /Mrs. \_  
I am writing this to inform you that I will not be able to come to work in \_ the morning/ afternoon due to some family business.  
I am positive that my team will keep everything under control. If urgent, you can contact me at \_.  
Please contact me if you have any queries or doubts about the work.  
  
Sincerely,