**NGUYEN THANH NAM**

A: Tan Binh, HCMC

M: 0912 345 678

E: nguyen. ...@gmail.com

**APPLICATION FOR LEAVE OF ABSENCE**

**Subject: Leave application for family vacation**

14\* June 2019

* **Mr. Donal Trump**
* HR Manager
* ABC Apartment

Dear Mr./Mrs. **{Recipient’s Name}**,

I am writing to request your approval for a 10-day leave for my planned vacation. I would like to take my vacation during the summer from **{start date}** to **{end date}** to take a cruise trip through the Bahamas with my wife and kids.

I feel incredibly confident that the rest of the team should be able to continue excellent work during my absence.

I look forward to your response and also thank you for your consideration.

Yours sincerely,

{Your Name}

 **Nguyen Thanh Nam**