

Leave Application (UAE): Annual, Sick and Emergency Leave Samples

Three short templates. Send the application in writing before the leave starts, or as soon as possible for sick or emergency leave, and attach a medical report where it applies.

1. Annual leave application

Date: [DD/MM/YYYY]

To: [Manager Name], [Title], [Company Name]

From: [Your Full Name], [Employee ID], [Job Title]

Subject: Annual leave application

Dear [Manager Name],

I would like to apply for [number] days of annual leave from [DD/MM/YYYY] to [DD/MM/YYYY], returning to work on [DD/MM/YYYY].

During my absence, [Colleague Name] has agreed to cover [tasks]. I can be reached at [phone or email] for anything urgent.

Kind regards,

[Your Full Name]

Approved by: [Name] | Signature: [Signature] | Date: [DD/MM/YYYY]

2. Sick leave application

Date: [DD/MM/YYYY]

To: [Manager Name], [Title], [Company Name]

From: [Your Full Name], [Employee ID], [Job Title]

Subject: Sick leave application

Dear [Manager Name],

I was unable to work from [DD/MM/YYYY] because of illness and have been advised to rest until [DD/MM/YYYY]. I attach the medical report issued by [Clinic or Hospital Name].

I expect to return to work on [DD/MM/YYYY]. Please let me know if you need anything further.

Kind regards,

[Your Full Name]

Attachment: medical report dated [DD/MM/YYYY]

3. Emergency or compassionate leave application

Date: [DD/MM/YYYY]

To: [Manager Name], [Title], [Company Name]

From: [Your Full Name], [Employee ID], [Job Title]

Subject: Application for [bereavement / emergency] leave

Dear [Manager Name],

Because of [brief reason], I need to take leave from [DD/MM/YYYY] to [DD/MM/YYYY]. I will return to work on [DD/MM/YYYY] and will keep you updated if anything changes.

Kind regards,

[Your Full Name]