

# One Month Marriage Leave Application

## 1. One Month Marriage Leave Application for Own Wedding Preparation

To,  
The Manager,  
[Your Company's Name],  
[Your Company's Address],  
[City, State, Zip Code]

Subject: Request for One Month Leave for Wedding Preparation

Respected Sir/Madam,

I, [Your Full Name], working as [Your Position] in the [Your Department] at [Your Company's Name], am writing this letter to formally request a leave of absence for one month. I am getting married in the coming month and therefore, I need this time off to make necessary preparations for this significant event in my life.

My proposed leave period is from [Start Date] to [End Date]. During my absence, I assure you that I have made all the necessary arrangements to ensure that my responsibilities and work will be taken care of. [Your Backup's Name], my colleague from the same department, has kindly agreed to oversee my tasks.

I understand the responsibilities that I have towards my work and I assure you that I will make up for the loss of my work once I join back after my leave. I will ensure that this leave of absence will not affect the ongoing projects or the productivity of our team.

I kindly request you to consider my application and grant me this leave. My family and I would be very grateful for your understanding and support during this happy occasion in my life. I will be reachable via email or phone for any urgent matters.

Thank you for your understanding and support.

Yours sincerely,

[Your Full Name]  
[Your Position]  
[Your Employee ID]  
[Today's Date]

## **2. One Month Marriage Leave Application for Participating in Sibling's Wedding Abroad**

To,  
The Manager,  
[Company Name],  
[Company Address],

Subject: Application for One Month Leave for Sibling's Wedding Abroad

Dear Sir/Madam,

I hope this letter finds you in good health and high spirits. I am writing to formally request a leave of absence for one month, starting from [Starting Date], as I need to attend my sibling's wedding abroad.

The wedding is scheduled to take place in the second week of my proposed leave period. However, due to the distance and the responsibilities bestowed upon me as the elder sibling, I am required to be present at the location prior to the wedding for the preparation and organization of various events.

Additionally, I will need some days post the wedding to ensure everything wraps up smoothly and to travel back home.

During my absence, I have taken the necessary steps to ensure that my tasks and responsibilities are appropriately covered. [Colleague's Name], who is well familiar with my work, has kindly agreed to oversee my tasks. I will ensure all the important files and information are transferred to her/him before my leave.

I regret any inconvenience that my absence may cause and will make every effort to facilitate a smooth handover. I will also remain reachable via email or phone for any urgent matters.

I kindly request you to consider my application and grant me the leave. I assure you that I will make up for any lost time upon my return.

Thank you for your understanding and support in this matter.

Yours sincerely,

[Your Name],  
[Your Position],  
[Your Employee ID],  
[Your Contact Information]

### **3. One Month Marriage Leave Application for Volunteering in a Friend's Wedding**

To,  
The Manager,  
[Company Name],  
[Company Address],

Subject: Request for One Month Marriage Leave for Volunteering in Friend's Wedding

Respected Sir/Madam,

I, [Your Name], currently serving as [Your Position] in our esteemed organization, am writing this letter with a humble request to grant me a leave of one month, starting from [Starting Date] to [Ending Date].

One of my closest friends, who is like a brother to me, is getting married in the middle of next month. Being a significant part of his life, I have been entrusted with some key responsibilities in the preparation and management of the wedding ceremony. The wedding is taking place in our native village, which requires me to travel and stay there for the period mentioned.

I understand the crucial role I play in our team and the potential impact of my absence. To mitigate this, I am ready to work extra hours before my leave to complete all pending tasks and delegate some of my responsibilities to my colleagues, under your guidance and approval.

I assure you that I will be available over the phone and email for any urgent matters or decisions that need my attention during this period. I am confident that my team can handle the daily operations in my absence efficiently.

I am grateful for your understanding and support, and I apologize for any inconvenience this may cause. I kindly request your approval for this leave application so I can fulfil my responsibilities towards this important personal event.

Thank you for considering my request. I am looking forward to a positive response.

Yours sincerely,

[Your Name]

[Your Employee ID]

[Your Contact Details]

## **4. One Month Marriage Leave Application Due to Traditional Family Obligations**

To,

The Manager,

[Company's Name],

[Company's Address],

[City], [State], [PIN]

Subject: Application for One Month Marriage Leave

Respected Sir/Madam,

I, [Your Name], working as a [Your Position] in our esteemed organization, am writing this letter to kindly request a leave of absence for a period of one month. I am scheduled to be on leave from [Start Date] to [End Date], owing to my upcoming wedding, which is to take place in my home town. This period of leave includes both the time required for the wedding preparations and the

ceremonies, as well as a short period of time thereafter for necessary familial obligations, as is customary in our tradition.

Marriage in India is not just a union of two individuals but a comprehensive merge of two families, involving numerous rituals and traditions that span over several days. This necessitates the presence of immediate family members, including myself, for an extended period of time. I understand that my absence for such a long duration might cause inconvenience, but I assure you that all my responsibilities and ongoing projects have been delegated to [Colleague's Name], who has graciously agreed to oversee them during my absence.

I will make sure that this leave period will not affect the productivity of our team and I will be available over email for any kind of emergency that cannot be resolved in my absence. I will also ensure to catch up with any pending work as soon as I rejoin the office.

I kindly request you to consider my application and grant me this leave for the mentioned period. Your understanding and support in this matter are greatly appreciated.

Thank you for your attention to this matter.

Yours sincerely,

[Your Name]

[Your Position]

[Your Employee ID]

[Your Contact Information]

## **5. One Month Marriage Leave Application for Supporting Partner's Wedding Planning**

To,

The Manager,

[Company Name],

[Company Address]

Subject: Application for One Month Marriage Leave

Dear Sir/Madam,

I hope this letter finds you in good health and high spirits. I am writing this to officially inform you that I will be needing a one month leave from work, starting from [Start Date] until [End Date]. The reason for my request is quite a personal and joyous one, as I am seeking this time off to assist my partner in planning our forthcoming wedding.

As you can imagine, arranging a wedding involves numerous responsibilities and tasks, from booking the venue and catering, arranging the guest list and invitations, to handling the intricate rituals and traditions we follow in our Indian culture. It is a significant event in our lives, and both my partner and I wish to make sure everything is perfectly planned and organized.

During my absence, I have taken the necessary steps to ensure that my responsibilities are adequately covered. [Colleague's name], who is quite familiar with my current projects, has kindly agreed to oversee my tasks. I am confident that he/she will handle the situation efficiently, ensuring no disruption to our team's productivity.

I understand the timing may not be ideal, however, I trust you appreciate the importance of this event in my life. I will make sure to check my emails periodically for any urgent matters that may require my attention.

I would be very grateful if you could consider my request and grant me this leave. I assure you that I will resume my duties with the same dedication and enthusiasm once I return.

Thank you for your understanding and support in this matter.

Yours sincerely,  
[Your Name]  
[Your Designation]  
[Your Employee ID if applicable]  
[Date]