**نموذج طلب الإجازة الاعتيادية بالانجليزية**

Mr./Ms. [Supervisor's Name],

Greetings,

I would like to request annual leave for a period of [number of days], starting from [date] to [date].

The reasons for my request are as follows:

* The need for rest and personal care to attend to my health due to feeling exhausted.
* Attending a joyous family occasion.
* Traveling for leisure and tourism.

In conclusion, I assure you that this leave will serve as an opportunity for me to return to work with renewed energy and motivation, and to fulfill my duties and responsibilities to the best of my ability.

Thank you for considering my request, and I kindly request your approval.

Best regards,

Employee Name:

Signature:

Date: