**Date:**

**To**

**[The Recipient Name]  
[Designation]**

**Re. Offshore Leave**

Hello [NAME],

I hope you are fine and doing your best. I am [NAME], the [DESIGNATION] from the [COMPANY]. On [DATE], we signed a contract on finishing the goods and products along with their technical creaming of raw oils on the ship. The deadline for the final product to be dispatched was [DATE] whereas I find it difficult to compress the deadline and meet it till the said date.

As I am going on leave from [DATE] to [DATE] because I have to visit [ANOTHER COUNTRY] for the CSDFC Conference that is a joint venture of [NAME THE COMPANY] and [ANOTHER COMPANY]. To join this conference, the federation of corporate industries has chosen me to join the conference and present the GHKS and discuss the new laws passed by the government of [NAME].

During this, I shall not see any of the office work back in the company as this conference and the presentation requires a lot of concentration and focus. Therefore, I would be considered on leave from the ship oil reservation and mines work from [DATE] to [DATE].

During this time, Mr. [NAME] shall deal with all the work there. If you cannot wait for the cruise of work for another deadline then please write to me before [DATE], so that I can handle your profile and project to Mr. [NAME]. You will be informed of all the changes and projections soon after you send your submissions on the further propagation of the project.

Thank you. Please use my office email [EMAIL] or phone number [PHONE] to contact me during office hours.

Regards

[Your Name]