

Holiday Leave Notification

To: [Manager's Name]

From: [Your Name]

Date: [Current Date]

Dear [Manager's Name],

I am writing to formally notify you of my upcoming holiday leave. I plan to be away from the office starting from [Start Date] and will return on [End Date]. During this time, I will ensure that all my responsibilities are covered and that any urgent matters are delegated appropriately.

Please let me know if you need any further information or if there are any forms I should complete prior to my leave.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]