

Dear [Supervisor's Name],

I am writing to formally notify you of my planned holiday leave from [start date] to [end date]. I will ensure that all my responsibilities are managed before my departure and will be available to assist with any necessary transitions.

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

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]