

# **Time-Off Request for Holiday Celebrations**

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Time-Off Request for Holiday Celebrations

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request time off to celebrate the upcoming holiday season with my family. I would like to request leave from [Start Date] to [End Date].

I believe this time away will allow me to recharge and spend meaningful moments with my loved ones. I will ensure that all my responsibilities are managed before my absence and will be available to assist in any transition needed during this time.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]