

Vacation Leave Application

Date: [Insert Date]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

Subject: Application for Vacation Leave

Dear [Manager's Name],

I am writing to formally request a vacation leave from [start date] to [end date]. I have ensured that my duties and responsibilities are up to date, and I will coordinate with my team to ensure a smooth workflow during my absence.

I appreciate your consideration and support regarding this matter. Please let me know if you require any further information.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]