

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Department]

[Your Company Name]

[Manager's Name]

[Manager's Job Title]

[Company Name]

Dear [Manager's Name],

I am writing to formally notify you of my upcoming annual leave from [start date] to [end date]. I have ensured that all my responsibilities will be managed in my absence and have arranged for [Colleague's Name] to cover my duties during this period.

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 Contact Information]