

Holiday Leave Confirmation

Dear [HR Manager's Name],

I am writing to confirm my holiday leave request for the period of [start date] to [end date]. I appreciate your understanding and support in approving my time off.

During my absence, I will ensure that all my responsibilities are managed and that my team is informed of my leave dates. I will also be reachable via email for any urgent matters.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]