

Subject: Holiday Leave Notification

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally notify you of my intended leave for the upcoming holiday season. I would like to request leave from [Start Date] to [End Date].

During my absence, I will ensure that all my responsibilities are managed and covered. I will make sure to complete any pending tasks before my leave, and I am happy to assist in providing any necessary handover to ensure a smooth workflow.

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.

Best regards,  
[Your Name]  
[Your Position]