

# Holiday Leave Proposal

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Proposal for Holiday Leave

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a holiday leave from [start date] to [end date] due to [reason, e.g. personal reasons, family commitment, etc.].

In light of my current projects, I would like to propose the following plan to ensure a smooth workflow during my absence:

- [Task 1] - [Plan for coverage or completion]
- [Task 2] - [Plan for coverage or completion]
- [Task 3] - [Plan for coverage or completion]

I am confident that with this plan in place, there will be minimal disruption to our project timelines. I will ensure to complete all critical tasks before my leave and will be available for any urgent matters via email.

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

Sincerely,

[Your Name]

[Your Job Title]