

Dear [Manager's Name],

I hope this message finds you well. I am writing to remind you of my upcoming holiday leave from [start date] to [end date]. I will be unavailable during this period, and I appreciate your understanding.

Before my leave, I will ensure that all my responsibilities are up to date and will provide a handover note to [Colleague's Name] to cover any urgent matters in my absence.

Thank you for your support. Please let me know if there's anything else I should address before I leave.

Best regards,

[Your Name]

[Your Position]