

Holiday Telecommuting Notification

Date: [Insert Date]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally notify you that I will be telecommuting during the upcoming holiday period, from [Start Date] to [End Date].

During this time, I will ensure that I remain reachable via email and phone and will continue to fulfill my responsibilities as usual. I appreciate your understanding and support.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]