

Holiday Absence Advisory

Date: [Insert Date]

To: [Manager's Name]

From: [Employee's Name]

Subject: Notification of Holiday Absence

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally notify you of my upcoming holiday absence. I will be on leave from [Start Date] to [End Date], returning to work on [Return Date]. During this period, I will ensure that all my responsibilities are managed and adequately handed over to [Colleague's Name/Team] to minimize any disruption.

Please let me know if there are any urgent matters that need to be addressed before my leave. Thank you for your understanding.

Best regards,

[Employee's Name]

[Employee's Position]

[Employee's Contact Information]