

To: [Manager's Name]

From: [Your Name]

Date: [Current Date]

Subject: Formal Notification of Holiday Vacation

Dear [Manager's Name],

I am writing to formally notify you that I will be on holiday vacation from [start date] to [end date]. During this period, I will be unreachable via email or phone.

I have ensured that all my responsibilities are up to date and have briefed [Colleague's Name] to cover any urgent matters in my absence.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]