

Subject: Holiday Getaway Alert

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to formally notify you of my planned holiday getaway from [start date] to [end date]. During this time, I will be unavailable for work-related communications and responsibilities.

I have ensured that all my responsibilities are up-to-date and have arranged for [Colleague's Name] to cover my duties in my absence. I will also set up an out-of-office message to inform anyone who may reach out during that period.

If there are any urgent matters that require my attention before my departure, please let me know, and I will address them promptly.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]