

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally notify you of my upcoming vacation.

I plan to be away from [Start Date] to [End Date]. During this time, I will ensure that all my duties are covered and that my responsibilities are managed effectively in my absence.

Please let me know if there's anything specific you would like me to address before I leave. I appreciate your understanding and support.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]