

# Vacation Schedule Notification

Date: [Insert Date]

Dear [Manager's Name],

I would like to formally inform you of my upcoming vacation schedule. I will be on leave from [Start Date] to [End Date]. During my absence, I will ensure that all my tasks are up to date and my responsibilities are delegated accordingly.

Please let me know if you need any further information or if there are any issues with the proposed schedule.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]