

PTO Request Form

To: [Manager's Name]

From: [Your Name]

Date: [Current Date]

Subject: Request for Paid Time Off

Dear [Manager's Name],

I am writing to formally request Paid Time Off from [Start Date] to [End Date] for a family trip that has been planned for some time. During this period, I will ensure that all my responsibilities are managed and that my work is up to date before my absence.

I believe that my team will be able to continue functioning smoothly in my absence, and I am happy to assist in any way to ensure a seamless transition.

Thank you for considering my request. I look forward to your approval.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]