

Holiday Time Off Request

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Scheduled Holiday Time Off Request

Dear [Supervisor's Name],

I am writing to formally request time off for my upcoming holiday. I would like to request leave from [Start Date] to [End Date].

I will ensure that all my responsibilities are managed and that my current projects are up to date prior to my absence. I am happy to assist in transitioning any urgent tasks to my colleagues.

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

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]