

# Vacation Time Notification

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Vacation Time Notification

Dear [Manager's Name],

I am writing to formally notify you of my upcoming vacation. I plan to be away from work from [Start Date] to [End Date]. During this time, I will ensure all my responsibilities are covered and that my tasks are up to date before my departure.

If there are any urgent matters during my absence, I can be reached at [Your Email/Phone Number]. Thank you for your understanding.

Best regards,

[Your Name]  
[Your Position]