

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request personal leave from [start date] to [end date]. During this time, I will ensure that all my responsibilities are managed and covered to minimize any disruption.

I have outlined a plan to hand over my tasks to [Colleague's Name] and will ensure that all pertinent information is shared prior to my leave. I am committed to making this transition as smooth as possible.

Please let me know if you need any further information or if we can discuss this at your convenience. Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]