

Subject: Holiday Leave Announcement

Dear [Supervisor's Name],

I am writing to formally announce my holiday leave from [start date] to [end date]. I will ensure that all my responsibilities are managed prior to my departure and I am happy to assist in transferring any urgent tasks to my colleagues.

Please let me know if there's anything specific you would like me to address before my leave.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]