

Vacation Notification

Dear [Supervisor/Manager's Name],

I hope this message finds you well. I am writing to formally notify you of my intended vacation. I plan to take time off from [start date] to [end date]. During this period, I will ensure that all my responsibilities are managed effectively prior to my leave and will make arrangements for coverage as needed.

Please let me know if you need any further information or if there are forms that I should complete prior to my leave. I appreciate your understanding in this matter.

Thank you for your attention.

Sincerely,
[Your Name]
[Your Position]