

Dear [Project Stakeholder's Name],

I hope this message finds you well. I am writing to inform you that I will be taking planned time off from [Start Date] to [End Date]. During this period, I will be unavailable for meetings and project-related communications.

To ensure a smooth continuation of our project, I have made arrangements with [Colleague's Name] to cover my responsibilities in my absence. You can reach them at [Colleague's Email] or [Colleague's Phone Number].

I appreciate your understanding and support, and I will make sure all my tasks are up to date before my leave. If you have any questions or concerns, please feel free to reach out to me prior to my time off.

Thank you for your attention to this matter.

Best regards,
[Your Name]
[Your Position]
[Your Contact Information]