

Holiday Absence Reminder

Dear [Manager's Name],

I hope this message finds you well. I am writing to officially remind you of my upcoming absence due to the holiday season. I will be away from [Start Date] to [End Date] and will return to work on [Return Date].

Please let me know if there are any pending tasks that need my attention before I leave. I will ensure that all my responsibilities are taken care of prior to my absence.

Thank you for your understanding.

Best regards,
[Your Name]
[Your Position]