

Vacation Leave Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request an extended vacation leave from [start date] to [end date] due to [brief reason for leave, e.g., family commitments, personal matters].

I have ensured that my current projects are ahead of schedule, and I am committed to completing all necessary tasks before my leave begins. I am also happy to assist in transitioning my responsibilities to a colleague during my absence.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Position]