

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

Thank you for notifying us about your absence due to your vacation from [Start Date] to [End Date]. We acknowledge your request and have made a note of your time off.

Please ensure that all your duties are managed appropriately before your leave. Should you have any further inquiries or need assistance, feel free to reach out.

Wishing you a restful vacation!

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]