

Holiday Request Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Manager's Name],

I hope this letter finds you well. I am writing to formally request time off from work for a holiday. As we approach [start date] to [end date], I would like to take a break to rejuvenate and spend quality time with my family/friends.

I understand the importance of maintaining a smooth workflow in the company, and I am committed to ensuring that my responsibilities are handled properly during my absence. In my absence, I will ensure that all necessary tasks are completed, and I am willing to provide guidance or training to a colleague if needed to ensure a seamless workflow.

I have reviewed the company's policies and procedures regarding leave requests, and I am confident that my absence will not disrupt the team's operations. I will make sure to complete all pending tasks and delegate any ongoing projects to a colleague before I leave.

I assure you that I will remain reachable during my time off for any urgent matters that may arise. However, I kindly request that any non-urgent matters be directed to [Colleague's Name] during my absence. They have kindly agreed to assist with any inquiries or issues that may come up.

I understand that my absence may require some adjustments, and I am more than willing to work

with you to ensure a smooth transition during this period. I believe that taking this holiday will allow me to return to work refreshed and ready to contribute more effectively to our team's goals.

Thank you for considering my request. I am looking forward to your positive response. Please let me know if there are any forms or procedures that need to be completed to formalize this request.

Sincerely,

[Your Name]

[Employee ID (if applicable)]

[Department/Position]

[Signature (if a physical letter)]

Enclosures: [If you are including any supporting documents or information]

(Note: Make sure to tailor the letter to your specific situation and company policies. This is a general template and may need adjustments to suit your needs.)