## **Playful or Informal Tone**

Subject: Out of Office Adventure!

Dear All,

I wanted to let you know that I'II be away from [Start Date] to [End Date] to recharge and explore new horizons. [Colleague Name] will be holding down the fort while I'm gone.

Looking forward to returning with fresh ideas!

Cheers,

[Your Name]

Get more templates here: <a href="https://www.lettersandtemplates.com/letters/leave-announcement-letter">https://www.lettersandtemplates.com/letters/leave-announcement-letter</a>