

Professional vacation leave request email

Subject: Vacation Leave Request - [Your Name]

Dear [Supervisor's Name],

I am writing to formally request vacation leave from [start date] to [end date], which totals [number] working days. I have planned this time off to [brief reason - personal travel/family time/rest and relaxation].

I have ensured that all my current projects will be completed before my departure, and I have arranged for [colleague's name] to handle any urgent matters that may arise during my absence. I will also provide a detailed handover document and brief my team on pending tasks.

I understand that this request is subject to operational requirements and team availability. Please let me know if these dates work with the department's schedule or if adjustments are needed.

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

Best regards,

[Your Name]

[Your Position]

[Contact Information]

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