

Formal request for extended time off

Subject: Extended Vacation Leave Request - [Duration]

Dear [HR Manager/Supervisor],

I am formally requesting extended vacation leave for [duration - e.g., 3 weeks] from [start date] to [end date]. This extended time off is planned for [reason - international travel/wedding/family reunion/personal sabbatical].

Given the extended duration, I have developed a comprehensive transition plan:

- All ongoing projects will reach appropriate milestones before my departure
- [Colleague's name] will assume responsibility for client communications
- Daily operations will be managed by [team member's name]
- I will conduct thorough handover meetings with all relevant stakeholders

I am requesting this time well in advance to allow for proper planning and coverage arrangements. I am flexible with the exact dates if adjustments are needed to accommodate business needs.

I am committed to ensuring a smooth transition and will be available for consultation during the planning phase.

Thank you for your consideration of this request.

Respectfully,

[Your Name]

[Employee ID]

[Date]

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