

Informal vacation request for flexible workplace

Subject: Vacation Days Request

Hey [Manager's Name],

Hope you're doing well! I'm planning to take some time off from [start date] to [end date] for [reason - beach vacation/visiting family/recharging].

Everything's pretty much under control work-wise. I've already talked to [colleague] about covering my stuff, and there's nothing major happening during those dates. I'll make sure to wrap up the [project name] before I head out.

Let me know if those dates work for everyone!

Cheers,

[Your Name]

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