

Vacation Request Letter

Subject: Vacation Leave Request – Guillermo Torres

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request vacation leave from [Start Date] to [End Date], totaling [Number of Days] days. This period includes travel and family time, which I have been looking forward to for several months.

In preparation for my absence, I have taken several steps to ensure a smooth transition during this period. I have outlined ongoing projects and tasks, including deadlines and progress updates, in a detailed handover document. I have also coordinated with [Colleague's Name], who has kindly agreed to oversee my responsibilities, ensuring continuity and minimal disruption to our team's workflow.

I believe this break will greatly benefit my well-being and productivity, allowing me to return refreshed and ready to tackle upcoming challenges with renewed vigor. Please find attached the handover document for your review, outlining the status of my current projects and key contacts during my absence.

I understand the importance of planning and am therefore submitting this request well in advance to accommodate any adjustments that may be necessary. I am committed to ensuring that my temporary absence will not adversely affect our team's performance and am available to discuss this request further at your convenience.

Thank you for considering my vacation leave request. I look forward to your approval and am happy to assist with any preparations needed to cover my duties while I am away.

Warm regards,

Guillermo Torres

Sample Letter Requesting Vacation For School

Daniel F McAuley



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