

Vacation Letter

Recipient

To whom it may concern,

I am writing to formally request my Annual Leave Allowance for a total of _____ **days**. The reason for this request is _____. This will be effective on this day _____ until this day _____.

My commitments and responsibilities will be turned over to my team and colleagues as of today.

All other urgent meeting agendas will be forwarded to me via email, so I can delegate time to answer promptly given urgent matters that arise. My contact number abroad will be provided to my team so they can reach me so I can attend to urgent matters, and not further delay due to my absence.

I understand that the approval of my request might take days to be approved, that is why I am submitting this ahead of time. I am sincerely hoping to be approved for I am an employee with an outstanding record and commitment to this company.

I am hoping for your most kind consideration.

Thank you and regards,



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