

Subject: Vacation Leave Request

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]. The reason for my request is [brief reason, if comfortable sharing].

I have ensured that my responsibilities are up to date, and I am happy to assist in delegating tasks to ensure a smooth workflow during my absence. I will be available for any urgent matters via email.

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

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]