

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you of my upcoming vacation. I plan to be away from [start date] to [end date]. During this time, I will not be available for work-related communications.

I have ensured that all my responsibilities are accounted for prior to my absence, and I am happy to assist in any transition required. I will be available to discuss any further details until [last working day before vacation].

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]