

Subject: Time Off Request

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request time off from [start date] to [end date] due to [brief reason, e.g., personal reasons, vacation, family obligations].

I will ensure that all my responsibilities are covered and will complete any necessary preparations before my leave. I am also happy to assist in transitioning my tasks to ensure a smooth workflow during my absence.

Thank you for considering my request. Please let me know if you need any additional information.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]