

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of my intention to take an extended vacation. I plan to be away from [start date] to [end date], returning to work on [return date].

During my absence, I will ensure that all my responsibilities are covered. I will complete any outstanding tasks before my departure and coordinate with [Colleague's Name] to handle any urgent matters that may arise.

Please let me know if there are any specific arrangements you would like me to make prior to my vacation. Thank you for your understanding and support.

Best regards,

[Your Name]
[Your Position]