

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company/Organization 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 upcoming overseas absence from [start date] to [end date]. During this period, I will be [briefly explain reason, e.g., attending a family event, participating in a work assignment, etc.].

I have ensured that all my responsibilities are up to date, and I am working to delegate any urgent tasks to [Colleague's Name] during my absence. I will also be accessible via email if any critical issues arise.

Thank you for your understanding. Please let me know if you require any further information or if there are forms I need to complete prior to my departure.

Sincerely,

[Your Name]
[Your Job Title]