

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[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 inform you of my upcoming absence from work due to a planned vacation.

I will be on leave from [Start Date] to [End Date], returning to work on [Return Date]. During this period, I will ensure that all my responsibilities are up to date, and I will be available for any urgent matters via [your preferred contact method, if applicable].

Thank you for your understanding. I appreciate your support and will ensure a smooth transition before my departure.

Sincerely,

[Your Name]
[Your Job Title]