

Simple Vacation Leave Request Email Example

Subject: Vacation Leave Request

Dear [Manager's Name],

I am writing to request vacation leave from [Start Date] to [End Date]. During this time, I will ensure that all my tasks and responsibilities are managed appropriately, and I am happy to help with a smooth transition of any urgent work before my leave.

Please let me know if you need any further information or if adjustments are needed.

Thank you very much for considering my request.

Best regards,
[Your Name]