
Simple Vacation Request Email

Subject: Vacation Request for [Start Date] to [End Date]

Dear [Manager's Name],

I hope this email finds you well. I am writing to request time off for a vacation from [Start Date] to [End Date].

I have made arrangements with [Colleague's Name] to cover my responsibilities during my absence. All my current tasks are up to date, and I will ensure a smooth transition of duties.

Please let me know if this period is convenient or if any adjustments are needed. Thank you for considering my request.

Best regards,

[Your Name]

[Your Position]

[Company Name]