

Vacation Request Letter to Boss

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Boss's Name]

[Boss's Position]

[Department]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Vacation Request for [Dates]

Dear [Boss's Name],

I hope this email finds you well. I am writing to formally request time off from work for a vacation. I would like to take a leave of absence from [Start Date] to [End Date].

During my absence, I will ensure that all my current tasks and responsibilities are managed effectively. I have already briefed [Colleague's Name] on my ongoing projects and have provided detailed instructions to ensure a smooth workflow. I am confident that my duties will be handled without any disruption.

Please let me know if there are any additional steps I need to take or any documentation I need to complete for this request. I am more than willing to discuss this in person if required.

Thank you for considering my request. I look forward to your approval.

Best regards,

[Your Name]

[Your Position]

[Company Name]