

Vacation Request Letter to Employee

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Position]

[Department]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Approval of Vacation Request

Dear [Employee's Name],

I hope this message finds you well. I am writing to inform you that your vacation request for the dates [Start Date] to [End Date] has been reviewed and approved. We understand the importance of taking time off to rest and rejuvenate.

Please ensure that all your current projects are up to date and that any critical tasks are delegated to your colleagues before your departure. If there are any pending issues or urgent matters that require attention during your absence, kindly notify me so that we can arrange for appropriate coverage.

We value your contributions to the team and hope you have a wonderful and relaxing vacation. Should you need any further assistance or have any questions before your leave, please do not hesitate to reach out.

Enjoy your time off!

Sincerely,

[Your Name]

[Your Position]

[Company Name]