

Preliminary Leave Letter for Planned Vacation

Subject: Leave Request for Vacation

Dear [Manager's Name],

I would like to request leave from [start date] to [end date] for a planned vacation. I have prepared a handover plan for my responsibilities and will ensure all deadlines are met before my departure.

Please let me know if further details are required.

Thank you for considering my request.

Sincerely,

[Your Name]

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