

Vacation Request Letter For Personal Reason

Olivia Johnson

Digital Marketing Specialist

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April 4, 2024

Rebecca Hall

Human Resources Manager

Bright Futures Media

Dear Ms. Hall,

I am writing to request a leave of absence for personal reasons from April 20, 2024, to May 4, 2024. This time off is necessary for me to attend to some urgent personal matters that require my immediate and undivided attention.

I have taken steps to ensure that my absence will not disrupt the ongoing projects and commitments within the Digital Marketing team. I have briefed my colleague, Ethan Smith, on my current projects, and he has kindly agreed to monitor and manage them in my absence. I am also preparing detailed instructions and contact information to ensure a seamless transition and continuity of work during my leave period.

I understand the importance of planning and continuity in our work, and I assure you that I have taken every precaution to minimize the impact of my absence on the team

and our clients. I am committed to resuming my responsibilities and catching up on any missed work immediately upon my return.

I appreciate your understanding and support in this matter and am willing to provide any further information or documentation that may be needed to facilitate my leave request.

Thank you for considering my request for a personal leave. I look forward to your positive response and am available to discuss this matter further if needed.

Sincerely,

Olivia Johnson

Digital Marketing Specialist

Bright Futures Media