
Vacation Request Letter to Boss

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April 4, 2024

Michael Harris

Creative Director

Creative Solutions Inc.

Dear Mr. Harris,

I am writing to formally request a vacation leave from May 15, 2024, to May 29, 2024, totaling 15 days. I have ensured that all my current projects and responsibilities will be up to date before my departure, and I am committed to making the transition as smooth as possible.

I believe this break will allow me the necessary time to recharge and return to work with renewed enthusiasm and creativity. I have arranged with Emily Thompson, my colleague in the Design Team, to oversee any urgent matters that may arise during my absence. Additionally, I will ensure all pending tasks are completed, and my team is well-informed of ongoing projects before my leave.

Please let me know if you need any further information or if there are any issues I should address before my vacation. I am open to discussing this request at your earliest convenience and making any necessary adjustments to fit the team's needs during my absence.

Thank you very much for considering my request. I look forward to your positive response.

Warm regards,

Jessica Miller
Senior Graphic Designer
Creative Department