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# Vacation Request Letter to Company

**Thomas Bennett**

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Human Resources Department

Global Tech Innovations

Dear HR Team,

I am writing to formally request vacation leave from June 15, 2024, to July 1, 2024. This time off will allow me to recharge and spend some quality time with my family, who I have not seen in an extended period due to my work commitments.

I have coordinated with my team leader, Angela Roberts, to ensure that all my responsibilities are covered in my absence, and I am committed to completing all current projects before my departure. I will also provide a comprehensive handover to my colleague, Marcus Lee, who has agreed to oversee my duties while I am away.

I believe that this break will greatly benefit my overall productivity and well-being, allowing me to return to work with renewed energy and focus. I have made every effort to schedule this vacation during a period that minimizes the impact on our team's operations and project timelines.

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Please let me know if there is any additional information you require to process my vacation request or if there are any concerns I should address before my leave. I am more than willing to assist in facilitating a smooth transition during my absence.

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

Sincerely,

Thomas Bennett

Project Coordinator

Global Tech Innovations