

# Vacation Request Letter to Employee

**Henry Clark**

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**Samantha Reed**

Software Engineer  
Innovatech Solutions

Dear Samantha,

I hope this message finds you in good health and high spirits. As we progress through this business quarter, I have observed the dedication and hard work you have invested in your projects. Given your contributions, I believe it is time for you to take a well-deserved break.

Our records indicate that you have not utilized much of your vacation time this year. I would like to encourage you to take advantage of your vacation days. It is essential for our well-being and productivity to step back, relax, and rejuvenate.

Could you please consider scheduling some time off? I suggest looking at the upcoming months to plan a period that would be most beneficial for you to unwind, without impacting the team's progress. Once you have some potential dates in mind, let's sit

down to discuss and finalize them, ensuring a smooth transition and coverage during your absence.

Your health and satisfaction are paramount to us, and we fully support your need to take time off. If you have any concerns or need help in planning your vacation, please don't hesitate to reach out.

Thank you for your continuous effort and dedication to our projects. I am looking forward to your vacation plan and wish you a relaxing and refreshing break.

Warm regards,

Henry Clark  
Operations Manager  
Innovatech Solutions