

Vacation Leave Email

From,
Chaney Bennett
721 902 Dolor Rd.
Fremont AK 19408
(187) 582-9707

14-12-2011

To,
Anne Beasley
4223 Urna St.
Savannah Illinois 85794

Subject: (-----)

Dear Anne Beasley,

I Chaney Bennett writing this Email to inform you about the leave application that I would like to apply from ----- to ----- (dates). I have been associated with the company from ----- (mention the years) and have been quite regular all through my work tenure. So, after a long time, I have planned a vacation ---- (mention the details about your vacation).

However, I would also like to bring to your notice that all the work and projects I am working will not be affected in my absence and I will complete the tasks before going on the vacation. Moreover, I will also hand over all the details and crucial aspects of the projects to the person who will be working in my absence.

I am also attaching the leave notice with this email and would like you to consider the same and grant me the permission. Please feel free to contact me in case of any doubt or questions.

Thanks for your support and cooperation.

Yours Sincerely,
(Signature)
Chaney Bennett

