

HOLIDAY LETTER FOR EMPLOYEE

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Introduction

A holiday letter for an employee is usually written by a boss or employer to an employee accepting his/her holiday request and using this letter to confirm the same officially. The boss/employer also specifies certain works that the employee has to complete before departure and mentions name of the co-worker to whom the applicant has to hand over duties so that any urgent requirement concerning the applicant's work can be attended to even in his/her absence.

Holiday Letter for Employee Tips

Here are some useful tips for writing holiday letter for employee:

- Begin by confirming receipt of employee's letter requesting for leave for a holiday.
- Mention that you accept the request or mention changes you want the employee to incorporate for if any.
- Mention works you want the applicant to complete before departure. Mention name of the employee to whom the applicant has to hand-over charge.
- Mention the date on which you expect the applicant to join back work.
- End by wishing the best for the applicant's holiday and ask him/her to furnish contact details during their holiday in case of urgent requirement.

Sample Holiday Letter for Employee

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject: Holiday acceptance for employee

Dear Haneef,

I received your application requesting for 18 days leave to accompany your aged parents on their pilgrimage and appreciate your dedication and commitment to fulfill their wishes.

I wanted to inform you that I will not be able to grant you the entire duration of leave requested, but can definitely sanction two weeks leave starting 29September 2013. I have nominated Alex to handle your job in your absence. Please submit draft of balance-sheet for September2013 before your departure and brief Alex about your work.

Please confirm your consent for these minor variations in your holiday-plan. Have a nice holiday and report back for work on 13October2013.

Please leave the contact number and address at which we can reach you incase of any urgent requirement.

Regards,

Marshall

Senior Manager-Accounts

Siemens Controls Limited

Holiday Letter for Employee Template

From,

Date: _____ (Date on Which Letter is Written)

To,

Date _____ (date of writing letter)

Subject: Holiday acceptance for employee

Dear _____, (employee's name)

I received your application requesting for ... days (mention the employee's holiday-plan as requested by him/her in their holiday-application)

I wanted to inform you(mention acceptance of employee's leave plan or mention changes you want them to incorporate I their plan sighting valid reasons)

I have nominated to handle your job in your absence.(mention works you want the employee to complete before departure). Have a nice holiday and report back for work on

Please leave the contact number and address at which we can reach you incase of any urgent requirement.

Regards,

_____ (boss/employer's name)

_____ (boss's designation)

_____ (name of organization)

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