

## TEMPLATE OF HOLIDAY LETTER

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Template of Holiday Letter Template

## Introduction

A template of a holiday letter is used to familiarize employees or students with the correct procedure to pen a holiday letter requesting permission for absence from work/ study. It will guide people to place the date, name, designation and address of sender and recipient; reasons for holiday and salutations in a correct manner.

## Template of Holiday Letter Tips

Here are some useful tips for filling a template of holiday letter:

- Start by mentioning that you are planning a holiday and specify dates.
- Ask for permission by giving valid reasons.
- Mention that you have no pressing work scheduled during the planned period.
- Mention name of your co-worker who will handle queries regarding your work or handle pending tasks in your absence.
- End by mentioning your date of joining back and furnish your contact details in case of urgent requirements.

## Sample Template of Holiday Letter

From,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Mark,

I wanted to ask for your permission to plan a holiday with my family from 24 September to 07October 2013 since I have not been able to go on a vacation with them for the past two years due to work commitments. Also, I have no urgent work slated during the said period.

I also wanted to avail my club membership stay in this year which will otherwise get lapsed. I will hand over my work-files to Martin and brief him about my current project in case you need any information in my absence. I will leave my contact details with your office in case of any emergency.

I request you to kindly grant me leave for the said period and oblige. I will join back for work from 08October2013.

Thanking you

Yours Faithfully

Kevin

## Template of Holiday Letter Template

From,

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Date: \_\_\_\_\_ (Date on Which Letter is Written)

To,

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Part-I

Start in a professional and polite note and mention your plans and dates for your holiday. Ask for permission to proceed on holiday by giving valid reasons.

Part-II

Tell your boss that you have no pressing work scheduled during the planned period and that you have completed all your tasks. Mention name of your co-worker who will handle queries regarding your work or handle pending tasks if any in your absence.

### Part-III

Finally, mention your date of joining back work and furnish your contact details during your holiday in case of urgent requirements.

\_\_\_\_\_ (convey regards)

Thanking you,

Salutation-\_\_\_\_\_ (yours sincerely, faithfully, etc)

\_\_\_\_\_ (your name)

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