## Annual Leave

Subject: Annual leave [year]

Hi [employer’s name],

I wish to notify you that I've decided to take my annual leave.I'll be absent from the office for [no. of days] days. The exact dates are [start date] to [end date].

[optional: brief description on how you how to spend your annual leave]

Thank you once again for considering this request. If you want to contact me while I'm away, feel free to reach out via phone: [your contact number], or contact my work email address, which I'll be checking [frequency of checking your work email].

Sincerely,

[Name]

[current job title]

[Contact Number]

[Contact Email]