Email for approval of Vacation leave

Hello Sir/Mam,

I want to inform you that I will be going on a vacation leave from 11-05-2024 to 17-05-2024.

I want to apologize for any inconvenience caused due to my absence.

I will make sure that the work or task assigned to me is completed before due date and I will attend the daily meetings by scheduling a time with my team members. I will also upload the report to you before deadline.

Thankyou for considering my request for leave and I ensure that I will catch up on task assigned to me.

Sincerely,

Ali Tinwala

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