**Notice letter of holiday template**

(Recipient’s address)

(Your address and contact details)

(Date in full)

(Objective of letter – no more than 1 sentence)

(Dear Mr./Mrs./Ms./Miss insert full name),

I am writing to inform you that I will be away on the following dates (Insert dates) because of (insert reason)

It has been authorised and (insert name) is looking after the work load while I am away.

If you would like to discuss this situation please do not hesitate to contact me on the details above.

Yours sincerely,

(Insert full name)