

Dear **Derek Williams**,

I am writing to formally request that I take my vacation leave beginning **January 20, 2020** to **January 31, 2020**. As per company policy, I am writing to inform you of my plans ahead of time. I believe I have the available leave credits to enjoy a two-week break from the job.

During this time, I will be spending time abroad with my family. I may be unreachable via phone. However, in order to avoid any problems regarding work, I plan on finishing most, if not all of my incomplete projects before I leave. I am confident that the rest of the team is more than able to continue its excellent performance in my absence. Should any problems arise, or if there are work-related questions or concerns that need to be addressed, please feel free to reach me via email. Should time permit and Internet connection be available, I will be able to respond accordingly.

Should you have any more clarifications or questions regarding my request, please do not hesitate to contact me. Thank you for your consideration; I look forward to receiving a positive response.

Regards,

**Penny Hofstader**