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Re: Vacation Time Request

Dear Employer:

I am writing to follow-up on the discussion we had on _____ regarding my request to take some vacation time off. As you may recall, I planned to take time off work from _____ to _____. I will return to work on _____. When we spoke on _____, you had given your verbal acceptance of my request for the time off. This letter memorializes our discussion so that we both have it in writing.

Although I have already taken time off this year, and my request is outside the bounds of company policy, I am grateful for your approval due to the following outstanding circumstance:

All of my current work will be completed before I depart. When I return, I will begin any new projects that were assigned in my absence or will start fresh with work assigned upon my arrival.

If you have any questions or concerns, you can reach me at _____ or _____. I also plan to check my email during my vacation, so I will not be out of contact.

Sincerely,
