

Priya Shah

Date: 14 July 2026
Our Reference: HR/D815C1DA
Document Type: Letter

Dear Priya,

I am writing regarding your recent request for annual leave from 18 May to 22 May 2026 inclusive. Thank you for submitting your proposed arrangements to cover your responsibilities during this period.

You have planned to take annual leave spanning five working days within May 2026. Your thoughtful preparation includes creating a full briefing slide deck, delegating on-site facilitation to your colleague Alex for operational matters, recording a walkthrough video, and being available on Teams for Q&A on 20 May.

Additionally, you intend to provide handover notes and an asset library by 14 May to ensure continuity of work during your absence. These steps demonstrate your commitment to a smooth handover and minimise disruption.

At this stage, we require some further information to finalise the approval of your leave request. This is to ensure that all necessary coverage and handover details are complete and practical for operational needs.

Please review the proposed arrangements once more and confirm that Alex is fully briefed and able to manage on-site facilitation duties as outlined. Also, confirm that the briefing materials and asset library will be available on time, as planned, by 14 May.

Once we have these confirmations and any additional information you can provide, we will promptly confirm the final decision on your annual leave request.

Kindly provide the requested clarifications regarding the arrangements for coverage and handover by return, ideally no later than 16 July 2026.

Please note a reminder is scheduled for 17 May 2026 to ensure your holiday start date is managed effectively.



LETTER DETAILS

Employee
Priya Shah

Role
Marketing Executive

Case type
Manage Holiday Request

Reference
HRA-D815C1DA



KEY DATES

Completed
14 July 2026

Should you have any questions or require assistance in organising your handover, feel free to contact your line manager or HR representative.

We appreciate your cooperation in this matter and look forward to confirming your leave in due course.

[Your Name]

[Your Position]

Yours sincerely,

For and on behalf of HRHeaven QA Sample Employer