

## Vacation Request Letter to Boss

Gold Star Technologies

Wheelock Jones

26 St. Bird Avenue, Oklahoma

15<sup>th</sup> November 2016.

Miss. Angelina Goldsmith

CEO

Gold Star Technologies

26 St. Bird Avenue, Oklahoma

Dear (Recipients Name),

I hope my letter finds you in the best of your health. With due respect, I want vacations next month. I did not use my last year's vacations with a view to utilize them this year with my family. As my two daughters have graduated from high school, I promised them last year to spend vacations abroad on their good grades. As not to disappoint them I need your generosity towards me. I am a hardworking and attentive employee. I always come on time and never delayed my work. In emergent needs, I always spend more time in the office after working hours. I am aware of all the company's policies on vacations and I will follow them properly.

Looking forward to your kind response

Sincerely,

Wheelock Jones

Operations manager

Gold Star Technologies