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Vacation Notice Letter

Clarissa Rutherford

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August 12, 2050

Rashawn Pollich

Human Resources

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Dear Mr. Pollich,

I am writing this letter to inform you that I will be out of the office on vacation from August 15, 2050, and will be back by August 31, 2050. During that period, I will have little to no access to my email. In case of any urgent matters that require my attention, please feel free to reach me on my cellphone or, if it can wait, upon my return.

I have ensured all ongoing projects are well assigned and instructed my team to take up my responsibilities during this period without any hiccups. In case of any issues that

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Mike Jess



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