Subject: Temporary Coverage for My Daily Projects: [Your Name]

Dear [Manager or Team Name],

I am writing to inform you that I have arranged temporary coverage for my daily projects and responsibilities during my upcoming absence from [Start Date] to [End Date].

To ensure all tasks remain on schedule, the following colleagues have stepped in to assist:

- **[Project/Task Name]:** [Colleague's Name] will be the point of contact.
- **[Project/Task Name]:** [Colleague's Name] will manage daily updates.
- **[Project/Task Name]:** [Colleague's Name] will handle urgent requests.

I have already briefed each person on the current status of these projects and provided them with access to the necessary files and documentation.

I will return to the office on [Return Date]. If any urgent matters arise before my departure, please let me know.

Best regards,

[Your Name]
[Your Job Title]