

Critical Leave Announcement

Dear [Team/Department Name],

I am writing to inform you that I will be taking a critical leave starting from [Start Date] to [End Date] due to [brief reason]. During this time, I will not be available for work-related matters.

To ensure a smooth workflow in my absence, please direct any urgent matters to [Colleague's Name] who has kindly agreed to cover for me. You can reach them at [Colleague's Email/Phone].

Thank you for your understanding and support during this time. I look forward to returning to work on [Return Date].

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]