

# Leave of Absence Notification

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Leave of Absence Notification

Dear [Manager's Name],

I am writing to formally notify you that I will need to take a leave of absence from work starting [start date] to [end date]. The reason for my leave is [briefly explain reason, e.g., personal, medical, family reasons].

I have ensured that all my current projects are on schedule or have been delegated to appropriate team members during my absence. I will also be available via email should any urgent matters arise.

Thank you for your understanding and support regarding my situation. Please let me know if you need any further information or documentation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]