

Subject: Absence Notification for [Coworker's Name]

Dear [Team/Manager's Name],

I am writing to notify you that [Coworker's Name] is currently on family leave and will be absent from work starting [Start Date] and expected to return on [End Date]. During this time, please direct any urgent matters to [Alternate Contact's Name] at [Alternate Contact's Email/Phone Number].

We appreciate your understanding and support during this time.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]