

Leave Notification

Date: [Insert Date]

To: [Manager's Name]

From: [Employee's Name]

Subject: Leave Notification

Dear [Manager's Name],

I am writing to formally notify you that I will be taking leave from [Start Date] to [End Date] due to [reason for leave, e.g., personal reasons, medical issues, etc.]. I have ensured that my responsibilities are delegated and my current projects are on track to continue in my absence.

Please let me know if there are any forms or additional information you need from me before my leave. I appreciate your understanding and support.

Thank you for your attention to this matter.

Sincerely,

[Employee's Name]

[Employee's Position]

[Contact Information]