

# Absence Notification for Unapproved Leave

Date: [Insert Date]

To: [Supervisor/Manager's Name]

From: [Your Name]

Subject: Notification of Absence

Dear [Supervisor/Manager's Name],

I am writing to formally inform you that I will be unable to attend work due to an unapproved leave of absence. I apologize for any inconvenience this may cause and understand the importance of notifying you promptly.

My absence is due to [brief explanation of reason, if appropriate, e.g., personal matters, unforeseen circumstances]. I understand that I should have sought prior approval and I sincerely regret not doing so.

I am committed to ensuring that my responsibilities are covered during my absence and will ensure a smooth transition upon my return. I appreciate your understanding in this matter.

Thank you for your attention to this issue. I look forward to discussing the next steps regarding my leave.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]