

Leave Acknowledgment Letter

Date: [Insert Date]

To,

[Employee's Name]

[Employee's Position]

[Company's Name]

[Company's Address]

Dear [Employee's Name],

This letter serves to acknowledge your request for unpaid leave from [Start Date] to [End Date]. Your request has been received and is currently under consideration.

We appreciate your transparency regarding your need for leave and will inform you of our decision as soon as possible. Please feel free to reach out if you have any further questions.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company's Name]

[Contact Information]