

Confirmation of Unpaid Leave Request

Dear [Employee's Name],

We are writing to confirm your request for unpaid leave from [Start Date] to [End Date]. Your leave has been approved and is now in effect.

Please ensure that any outstanding work is delegated or completed prior to your leave period. Should you have any questions or require further assistance during your time away, feel free to contact us.

Thank you for informing us in advance. We wish you all the best during your leave.

Sincerely,

[Your Name]

[Your Position]

[Company Name]