

# **Notification regarding Unpaid Leave Request Policy**

Dear [Employee Name],

We hope this message finds you well. This letter serves as a notification regarding our policy on unpaid leave requests.

Please be informed that any request for unpaid leave must be submitted to the HR department at least [number] days in advance. Additionally, it is imperative to provide a valid reason for the unpaid leave to ensure the smooth operation of our team.

Failure to adhere to this policy may result in a denial of your leave request. For further details regarding the process, please refer to the employee handbook or contact HR.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]