

Subject: Reminder: Unpaid Leave Request Submission Deadline

Dear [Employee's Name],

This is a friendly reminder regarding the submission timeline for your unpaid leave request. As per company policy, all leave requests need to be submitted at least [insert number of days] days prior to your intended leave date.

Please ensure that your request is submitted by [insert deadline date] to avoid any inconvenience.

If you have any questions or require assistance with your request, feel free to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]