

Advance Notice for Personal Leave

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally inform you that I will need to take personal leave from [start date] to [end date]. The reason for my leave is [brief explanation, if comfortable sharing].

I will ensure that all my responsibilities are managed before my departure, and I am happy to assist in the transition to ensure minimal disruption during my absence. I plan to [mention any arrangements you will make, if applicable].

Please let me know if you require any additional information or if we should discuss this further. Thank you for your understanding.

Sincerely,

[Your Name]