

Acknowledgment of Potential Unpaid Leave

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Acknowledgment of Your Request for Potential Unpaid Leave

Dear [Employee's Name],

We acknowledge receipt of your request for potential unpaid leave dated [Insert Date of Request]. We understand that you may need to take time off for [briefly mention reason if provided].

Please note that we are currently reviewing your request in accordance with our company's policies and will get back to you with a formal decision as soon as possible. In the meantime, should you have any further questions or require assistance, feel free to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]