

# Formal Notice of Unpaid Time Off

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves as a formal notice regarding your recent request for unpaid time off that was submitted on [Insert Date of Request]. After reviewing your request, we acknowledge that the following dates will be considered as unpaid leave:

- [Date 1]
- [Date 2]
- [Date 3]

Please note that during this period, you will not receive your regular pay. It is important to ensure that your responsibilities are managed appropriately during your absence to maintain workflow.

If you have any further questions or need to discuss this matter, please feel free to reach out to me directly.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]