

# Notification of Temporary Unpaid Leave

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Temporary Unpaid Leave

Dear [Manager's Name],

I am writing to formally notify you of my request for a temporary unpaid leave of absence from [Start Date] to [End Date]. Due to [brief reason for leave, e.g., personal reasons, family obligations], I will need this time away from work.

I understand the impact my absence may have on our team, and I am committed to ensuring a smooth transition during this period. I will complete all outstanding tasks and assist in delegating my responsibilities before my leave begins.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]