

Notification of Short-Term Leave

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you that I will be taking a short-term leave of absence from the drama society due to [insert reason - e.g., personal commitments, health issues, etc.].

My leave will commence on [start date] and is expected to conclude on [end date]. During this time, I will ensure that my responsibilities are delegated appropriately, and I will do my best to complete any outstanding tasks before my leave begins.

I appreciate your understanding in this matter, and I look forward to rejoining the society upon my return. Please let me know if you need any further information.

Thank you for your support.

Sincerely,

[Your Name]

[Your Contact Information]