

# Leave of Absence Notification Letter

Date:

To,

Subject: Leave of Absence Notification

Dear ,

I am writing to formally notify you of my need to take a leave of absence from my position as  at . My intended leave period is from  to .

The purpose of my leave is . I will ensure that my current duties are up to date prior to my departure and will coordinate with my team to guarantee a smooth workflow in my absence.

Please let me know if you require any further information or documentation regarding my leave request.

Thank you for your understanding.

Sincerely,