

Leave of Absence Notification Letter

Date: [REDACTED]

To,
[REDACTED]
[REDACTED]
[REDACTED]

Subject: Leave of Absence Notification

Dear [REDACTED],

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

The purpose of my leave is [REDACTED]. 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,

[REDACTED]
[REDACTED]