## **Professional email notification**

Dear Team,
This is to officially notify you of my leave from [start date] to [end date]. Kindly coordinate with
[Colleague's Name] for any ongoing projects or urgent matters. I appreciate your assistance in this
regard.
Sincerely,
[Your Name]

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Subject: Upcoming Leave

https://www.lettersandtemplates.com/letters/leave-announcement-letter-to-employees