

Leave Announcement Letter

Dear [Manager's Name],

I am writing to inform you that I will need to take a leave of absence from work starting on [Start Date] and ending on [End Date].

The reason for my leave is [personal/family/medical/other], and I have attached any necessary documentation to this letter. I apologize for any inconvenience this may cause, and I will do my best to ensure that my work is completed or delegated before my departure.

During my absence, [colleague's name] will be taking care of my duties and responsibilities, and I have already spoken with them to ensure a smooth transition. I will also be available via email or phone if there are any urgent matters that need my attention.

I will return to work on [Return Date], and I will make sure to complete any outstanding tasks as soon as possible. Please let me know if there are any further steps I need to take to arrange my leave.

Thank you for your understanding and support.

Sincerely,

[Your Name]