

Professional Notification of Leave

Subject: Announcement of Leave

Dear Team,

I am writing to formally announce that I will be on leave from [Start Date] to [End Date] due to [Reason, e.g., personal matters, medical reasons]. During my absence, [Colleague Name] will be covering my responsibilities.

Please ensure that all urgent matters are directed to [Colleague Name]. I appreciate your understanding and cooperation.

Sincerely,

[Your Name]

[Designation]

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