

Warm and Personal Notification

Subject: Upcoming Leave Notification

Dear Team,

I hope this message finds you well. I will be on leave from [Start Date] to [End Date] for [Reason, e.g., family matters]. I am grateful for your support and understanding during this time.

Please direct any pressing matters to [Colleague Name]. Thank you for your cooperation.

Warm regards,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/leave-announcement-letter>