Formal Notification to Human Resources

Subject: Leave Notification
Dear HR Team,
I am submitting this letter to formally announce my leave from [Start Date] to [End Date] due to
[Reason]. All necessary documents and leave forms are attached.
Kindly update my records and inform relevant departments. I appreciate your assistance.
Sincerely,
[Your Name]
[Employee ID]
[Department]

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