

Subject: Daycare Leave Notification

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally notify you that I will be taking daycare leave on [start date] through [end date] due to [brief reason, e.g., "my child's daycare being closed for maintenance"].

I have ensured that my current projects are on schedule and have briefed [Colleague's Name] to cover any urgent matters during my absence. I will be available via email for any pressing concerns.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]