

[Your Business Name]
[Your Business Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

Subject: FFCRA Leave Request Confirmation

I hope this message finds you well. This letter is to acknowledge your request for leave under the Families First Coronavirus Response Act (FFCRA), which was received on [Date of Request].

As per your notification, you are requesting leave due to [reason for leave as per FFCRA eligibility, e.g., caring for a child whose school is closed]. Your requested leave starting on [start date] is noted, and we support your need for this time off.

Please ensure that any required documentation is submitted as per the FFCRA guidelines, including [any specific documents needed, e.g., proof of school closure].

Your position will be held during your absence, and we will work together to ensure a smooth transition for your workload during this time. Contact me should you have any questions or need further clarification regarding your leave.

Thank you for your understanding and cooperation as we navigate this challenging time together.

Best regards,

[Your Name]
[Your Position]
[Your Business Name]