

[Your Organization's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Notification of LNC (Leave of Absence Notification)

We are writing to inform you that your recent request for a leave of absence has been received and reviewed. As of [Start Date], you are approved for a leave of absence under [specific policy or reason, e.g., medical leave, personal leave, etc.].

Your leave will commence on [Start Date] and is expected to conclude on [End Date]. During this period, your regular duties and responsibilities will be managed by [Name/Title of Substitute or Acting Personnel], who will ensure a seamless transition.

Please remember to submit any required documentation related to your leave as per our policies. If you have any questions or need further clarification regarding your leave, please feel free to reach out to [HR Contact Name] at [HR Contact Information].

We wish you all the best during your leave and look forward to your return.

Sincerely,

[Your Name]

[Your Job Title]

[Your Organization]

[Contact Information]

[Optional: Enclosure or CC if applicable]