

[Your Name]

[Your Job Title]

[Department]

[Date]

[HR Manager's Name]

[Company Name]

[Company Address]

Subject: Lunch Leave Notice

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to formally notify you that I will be taking a lunch leave on [date] from [start time] to [end time].

The reason for my absence during this time is [brief explanation, e.g., a personal appointment, family matter, etc.]. I assure you that I will manage my responsibilities accordingly to ensure a smooth workflow during my absence.

Thank you for your understanding. Please let me know if you need any further information.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Contact Information]