

**\*\*Subject:\*\*** Leave Notification

Dear [HR's Name],

I hope this message finds you well. I am writing to formally notify you that I will be on leave from [start date] to [end date] due to [reason for leave, e.g., personal reasons, medical issue, etc.].

I will ensure that all my responsibilities are managed prior to my absence and will be available via email for any urgent matters.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]