

Subject: Leave Notification

Dear [Manager'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 [brief reason, e.g., personal reasons, medical issues, family commitment, etc.].

I will ensure that all my responsibilities are taken care of prior to my leave and will make arrangements to delegate any urgent tasks. I will be available via email for any critical matters.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]