

# Extended Leave of Absence Notification

**Date:**

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**To:**

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(Supervisor/Manager Name)

**Department:**

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**From:**

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(Employee Name)

**Employee ID:**

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**Subject:**

Extended Leave of Absence Notification

Dear \_\_\_\_\_,

I am writing to formally notify you of my need to take an extended leave of absence from my position at \_\_\_\_\_ due to \_\_\_\_\_ (reason for leave).

**Leave Start Date:** \_\_\_\_\_

**Expected Return Date:** \_\_\_\_\_

**Total Leave Duration:** \_\_\_\_\_

I have made arrangements to delegate my responsibilities and ensure minimum disruption during my absence. I will be accessible for any urgent matters via \_\_\_\_\_ (contact details).

Please let me know if you require any additional information or documents. I appreciate your understanding and support regarding this matter.

Sincerely,

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(Signature)

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(Printed Name)

## Important Notes:

- Extended leave of absence should be requested in advance wherever possible.
- Supporting documentation (medical certificate, etc.) may be required.
- Approval of leave is subject to organizational policy and management discretion.

- Ensure all necessary handovers and delegation of tasks are completed before departure.
- Keep HR informed about any changes to the expected return date.