To,

[Name of Recipient(s)]

[Department Name]

[Company Name]

Date:

**Subject: Notification Letter for Leave**

Dear All,

I am writing this letter to inform you that I will be on leave for [mention the event] from [this date] to [this date]. I will reply to your emails or answer your queries once I return to the office. In case of emergency, you can contact me at [mention contact number].

Sorry for the inconvenience.

Yours Sincerely,

[Sender Name]

[Sender Designation]

[Sender Signature]