

Leave of Absence Letter to Employee

Brightway Solutions Inc.

1234 Innovation Drive

Techville, CA, 98765

Date: March 29, 2024

John Doe

4567 Serenity Lane

Peaceful Town, TX, 75001

Dear John Doe,

Subject: Leave of Absence Approval

We are writing to acknowledge receipt of your leave of absence request submitted on March 1, 2024. After careful consideration, we are pleased to inform you that your leave has been approved. This letter serves as formal notification of your leave of absence from April 1, 2024, to April 30, 2024.

During your absence, your responsibilities will be delegated to ensure the smooth functioning of the department. We understand the importance of your leave and want to assure you that your position will remain secure until your return.

Please find the details of your leave arrangement below:

- **Leave Duration:** April 1, 2024, to April 30, 2024
- **Type of Leave:** Personal
- **Point of Contact:** Jane Smith, who will manage your duties in your absence
- **Expected Date of Return:** April 30, 2024

We recommend meeting with your supervisor, Mark Johnson, or HR manager, Lisa Ray, to discuss the transition of your work and address any concerns you might have prior to your leave.

Should your return date need to be adjusted, please inform us at least 10 days in advance so we can make the necessary arrangements. Your cooperation in this process will help us manage team workflow effectively during your leave period.

We wish you all the best during your time off and look forward to your return. Should you need any assistance or have questions regarding your leave, feel free to contact our HR department at hr@brightwaysolutions.com.

Thank you for your contribution to Brightway Solutions Inc., and take care during your absence.

Sincerely,

Michael Anderson
Human Resources Manager
Brightway Solutions Inc.
(123) 456-7890