

Temporary Leave Announcement Template

We would like to inform you that [Employee Name] will be on temporary leave beginning [Leave Date] to [List Reason]. During this temporary leave period, [Employee Name Taking Over] will be handling all job duties associated with this position. [Employee Name] is expected to return on or about [Return Date].

For any projects or communications surrounding their position, please direct all questions to [Supervisor Name]. For any other questions or concerns, please reach out to [HR Rep Name] in Human Resources.