Memo to: []

Memo from: []

Subject: Long Service Leave

Date: []

Dear [Name]

The management team of [company] thanks you for your [] of dedicated service. Further to [our conversation / to your request], I confirm that you will be taking Long Service Leave from [dd/mm/yy] to [dd/mm/yy] inclusive. As you are aware, during this time your entitlements such as annual leave, personal leave and long service leave will be suspended.

I wish you all the best for your Long Service Leave and look forward to your return in [month].

Regards,

[Name]

[Title]