February 15, 2018

Ms. Jane Doe

1234 Abc Dr.

Buffalo, New York 14214

Dear Ms. Doe:

I’m writing to let you know that I will be out of the office on a temporary leave of absence starting \_\_\_\_\_\_\_\_\_. To ensure that you continue to receive the services you have requested while I am out, you have been assigned to temporarily work with \_\_\_\_\_\_\_\_\_\_. They will be reaching out to you shortly to introduce themselves and schedule an appointment.

If you do not hear from \_\_\_\_\_\_\_ within one week, please feel free to contact \_\_\_\_\_\_\_\_\_\_, the department supervisor, and he/she will be able to assist you.

It has been a pleasure working with you and I wish you the very best.

Sincerely,

\_\_\_\_\_\_Name\_\_\_\_\_\_

\_\_\_\_\_\_Position\_\_\_\_\_\_