

Dear Valued Consumers and Representatives,

I am advising of my upcoming leave and who has been appointed to monitor your care needs during this period.

My first day of leave will be \_\_\_\_\_ and I will be returning on the \_\_\_\_\_  
Care Coordinator \_\_\_\_\_ has been assigned to assist you.

Be assured that in my absence should you require any changes for your current services or require a prompt response to contact \_\_\_\_\_ on the following details:

*Name:*

*Number:*

*E-mail:*

*AQ @ Home number :* 1800 272 846

Thank you for your time and I look forward to catching up on my return.

Best wishes,