

Letter of Application for Temporary Leave of Absence

Date: [Insert Date]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I am writing to formally request a temporary leave of absence from my position as [Your Job Title] due to family responsibilities. I plan to be away from [Start Date] to [End Date], during which I will need to attend to [briefly explain the nature of family responsibilities, e.g., caring for a sick family member, attending to personal matters].

I understand the impact my absence may have on our team and will ensure that all my responsibilities are managed prior to my leave. I am committed to [mention any arrangements you plan to make: training colleagues, completing outstanding work, etc.], so that the workflow remains uninterrupted during my absence.

I would greatly appreciate your understanding and consideration of my request. Please let me know if you need any further information or if we can discuss this matter further.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]