

Request for Temporary Leave of Absence

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a temporary leave of absence from work for personal reasons, beginning on [start date] and ending on [end date].

During my absence, I will ensure that all my responsibilities are covered and that there is a smooth transition of my tasks. I will be available via email for any urgent matters that require my attention.

I appreciate your understanding and support regarding this matter. Please let me know if you require any further information or documentation.

Thank you for considering my request.

Sincerely,

[Your Name]