

# Leave of Absence Procedures

Date: \_\_\_\_\_

To: [Supervisor's Name]

[Company/Organization Name]

[Company Address]

Dear [Supervisor's Name],

I am writing to formally request a leave of absence due to [reason for leave, e.g., personal, medical, family issue] starting from [start date] to [end date]. I understand the need to follow the company's procedures for requesting time off, and I am committed to ensuring a smooth transition during my absence.

In accordance with the leave of absence policy, I have attached the necessary documentation for your review. I will also ensure that all my responsibilities are handed over to [colleague's name] during my time away, and I will be in touch to ensure any urgent matters are addressed.

Please let me know if you require any further information or if there are forms that I need to complete prior to my leave.

Thank you for considering my request. I look forward to your approval.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]