

Subject: Request for Mental Health Leave

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally request a leave of absence for mental health reasons. After consulting with my healthcare provider, it has become clear that taking time off is essential for my recovery and well-being.

I would like to request leave starting from [start date] to [end date]. I believe this time will allow me to focus on my mental health and return to work with renewed energy and focus.

During my absence, I am happy to assist in transitioning my current responsibilities to ensure a smooth workflow. I will be available for any necessary communication and will ensure that my tasks are up to date before my leave.

Thank you for your understanding and support during this time. I hope to return to work rejuvenated and ready to contribute effectively to our team.

Sincerely,

[Your Name]

[Your Job Title]