

Application for Temporary Leave of Absence

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a temporary leave of absence from work due to stress-related health concerns. After careful consideration, I believe that taking a break from my responsibilities will allow me to focus on my well-being and return to work with renewed energy and productivity.

I am requesting leave starting from [Start Date] to [End Date], during which I will ensure that any necessary handovers are completed and my current projects are managed effectively. I am committed to maintaining communication with my team while I am away, and I will address any urgent matters that may arise.

I appreciate your understanding in this matter and look forward to your positive response.

Thank you for considering my request.

Sincerely,

[Your Name]