

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

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 due to emotional stress that I have been experiencing. After careful consideration and consultation with my healthcare provider, I believe that taking time off work is necessary for my well-being and recovery.

I would like to request leave starting from [Start Date] to [End Date], during which I will focus on my mental health and recovery. I will ensure that all my responsibilities are managed prior to my absence and will provide assistance in the transition of my duties if necessary.

Please let me know if you require any documentation to support my request. I appreciate your understanding and support during this time, and I look forward to your positive response.

Thank you for considering my request.

Sincerely,

[Your Name]