

[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 stress-related concerns that have been affecting my well-being and performance at work. After consulting with my healthcare professional, it has been recommended that I take time off to focus on my recovery.

I am requesting leave starting from [start date] to [end date]. During this time, I ensure that all pending tasks will be handed over to [Colleague's Name] to ensure a smooth transition and continued progress in my absence.

Thank you for your understanding and support regarding this matter. I hope to return to work rejuvenated and ready to give my best to the team.

Sincerely,

[Your Name]