

Notification of Leave of Absence

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Leave of Absence Notification

Dear [Manager's Name],

I am writing to formally notify you of my need to take a leave of absence due to stress-related health issues. After consulting with my healthcare provider, it has been advised that I take time off to focus on my well-being and recovery.

I would like to request leave starting from [Start Date] to [End Date]. I will ensure that my responsibilities are managed in my absence and I am working on transitioning my duties to [Colleague's Name].

Thank you for your understanding and support during this time. Please let me know if you require any further information or documentation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]