

Date: [Insert Date]

[Your Name]

[Your 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 personal leave of absence due to work-related stress that I have been experiencing. After careful consideration, I believe that taking some time off is necessary for my mental well-being and overall productivity.

I would like to request leave starting from [Start Date] to [End Date]. During this time, I will ensure that my responsibilities are managed to the best of my ability and will happily assist in transitioning my tasks to ensure a smooth workflow in my absence.

I appreciate your understanding and support regarding this matter. I am looking forward to returning to work feeling rejuvenated and ready to contribute to our team's goals.

Thank you for considering my request. I am happy to discuss this further at your convenience.

Sincerely,

[Your Name]