

Date: [Insert Date]

To,

The Manager,
[Company Name]
[Company Address]

Subject: Application for Short Notice Leave

Dear [Manager's Name],

I am writing to formally request a short notice leave of absence from [start date] to [end date]. Due to [brief reason, e.g., personal matters, medical emergency], I am unable to attend work during this period.

I apologize for the inconvenience caused and will ensure that my responsibilities are managed in my absence. I am committed to completing any outstanding work before my leave begins.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]