

Leave Application for Mental Health Crisis

Date: [Insert Date]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I am writing to formally request a leave of absence due to a mental health crisis that requires my immediate attention. I believe that taking this time off is essential for my well-being and recovery.

I would like to request leave starting from [start date] to [end date]. I understand the importance of my responsibilities and will ensure that my duties are covered during my absence. I am willing to assist in transitioning my workload and provide any necessary handover instructions.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]