

# Leave of Absence Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Leave of Absence Request

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a leave of absence due to unexpected circumstances that require my immediate attention. I am unable to perform my duties effectively during this time.

I kindly request leave starting from [start date] to [end date]. I understand the timing is not ideal, and I apologize for any inconvenience this may cause. I am committed to ensuring a smooth transition and will do my best to complete any urgent tasks before my departure.

Please let me know if you require any further information or if there are forms I need to complete. Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]