

# Leave of Absence Request

Date: [Insert Date]

To: [Supervisor's Name]

[Company Name]

Dear [Supervisor's Name],

I am writing to formally request a leave of absence from my position at [Company Name] due to [reason for leave, e.g., personal, medical, family obligations]. I would like to request leave starting from [start date] to [end date].

I have ensured that all my current responsibilities are up to date, and I am happy to assist in any transition needed in my absence. I can be reached at [your contact information] should you need to discuss this further.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]