

Leave of Absence Application

Date: [Insert Date]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I am writing to formally request an extended leave of absence from work for [duration] starting from [start date] to [end date] due to [reason for leave]. I have made every effort to ensure that my responsibilities are covered during my absence and have briefed [Colleague's Name] on my current projects.

I understand the importance of my role and assure you that I will do my best to ensure a smooth transition. Please let me know if you need any additional information or documentation to consider my request.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]