

Personal Leave of Absence Application

Date: [Insert Date]

To: [Supervisor's Name]

[Company's Name]

[Company's Address]

Dear [Supervisor's Name],

I am writing to formally request a personal leave of absence from work for [number of days/weeks] starting from [start date] to [end date]. The reason for my leave is [briefly explain reason, if comfortable].

I assure you that I will complete any outstanding tasks and ensure a smooth transition before my leave. I am committed to making this process as seamless as possible.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]