

Temporary Leave of Absence Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Supervisor's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally request a temporary leave of absence from my position at [Company's Name] effective [Start Date] due to personal circumstances related to my relocation.

My relocation will require my full attention, and I anticipate being away from work until [End Date]. During this time, I will ensure a smooth transition of my responsibilities and am happy to assist in training a temporary replacement or providing guidance to my team.

I appreciate your understanding regarding this matter and look forward to discussing this further. Thank you for considering my request.

Sincerely,

[Your Name]