

Voluntary Leave of Absence Request

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Supervisor's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally request a voluntary leave of absence from my position as [Your Job Title] at [Company's Name] due to [reason for leave, e.g., personal matters, health issues, family commitments]. I would like to request this leave starting from [Start Date] to [End Date].

During my absence, I will ensure that all my responsibilities are delegated appropriately and I am more than willing to help in the transition of my duties to ensure that the team continues to function effectively. I am committed to maintaining communication during my leave to address any urgent matters and will make every effort to ensure a smooth workflow in my absence.

I appreciate your understanding and support regarding this matter. Please let me know if you need any further information or if there are any forms I need to complete.

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

Sincerely,
[Your Name]