

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

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

Dear [Manager's Name],

I am writing to formally request an extended leave of absence from my position at [Company's Name] due to personal reasons. I kindly ask for a leave starting from [start date] to [end date].

During my absence, I will ensure that all my responsibilities are delegated appropriately and will provide a detailed handover to [Colleague's Name] to maintain workflow continuity. I am committed to ensuring a smooth transition and will be available for any urgent matters via email during my leave.

I appreciate your understanding regarding this matter and hope for your favorable consideration of my request. Please let me know if you need any further information.

Thank you for your support.

Sincerely,  
[Your Name]