

Request for Extended Leave of Absence

Date: [Insert Date]

To [Insert Supervisor's Name],

I hope this message finds you well. I am writing to formally request an extended leave of absence due to important family commitments that require my attention. I would like to request leave starting from [Insert Start Date] to [Insert End Date].

During this time, I will ensure that my current responsibilities are managed effectively and will provide my assistance in transitioning my duties to a colleague during my absence.

I appreciate your understanding in this matter and am happy to discuss this further at your earliest convenience. Thank you for considering my request.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]