

Leave of Absence Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Leave of Absence

Dear [Manager's Name],

I am writing to formally request a leave of absence for holiday travel from [Start Date] to [End Date]. I plan to return to work on [Return Date].

This time away will allow me to recharge and return to work with renewed energy. I have ensured that my responsibilities are up to date, and I am happy to assist in transitioning my duties during my absence.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]