Personal Leave Application

Date: [Insert Date]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

Subject: Application for Personal Leave

Dear [Manager's Name],

I am writing to formally request a personal leave of absence from [start date] to [end date] due to [brief reason, e.g., personal health issues, family matters].

I assure you that I will complete my tasks before my leave and ensure a smooth handover to [colleague's name]. I am committed to maintaining communication during my leave if urgent matters arise.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]