

# Request for Unpaid Time Off

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request unpaid time off from [start date] to [end date] due to [brief explanation of reason, e.g., personal reasons, family obligations, etc.].

I ensure that all my current responsibilities will be managed prior to my absence, and I am committed to ensuring a smooth transition. I will be available via email and phone for any urgent matters during my time off.

Thank you for considering my request. I hope to hear from you soon.

Sincerely,

[Your Name]