

Leave Request for Mental Health Reasons

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a leave of absence for mental health reasons. I believe it is essential for my well-being to take some time off to focus on my mental health.

I would like to request leave starting from [Start Date] to [End Date]. I will ensure that all my responsibilities are managed in my absence and will be available to assist in the transition of my duties.

Thank you for considering my request. I appreciate your understanding and support during this time.

Sincerely,

[Your Name]