

Leave of Absence Application

Date: [Insert Date]

To,

[Manager's Name]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a leave of absence from my position at [Agency Name] due to [briefly explain reason, e.g., personal health issues, family commitments, etc.]. I would like to request a leave starting from [start date] to [end date].

I understand the importance of my role and will ensure that my responsibilities are managed in my absence. I am happy to assist in training a colleague to take over my duties temporarily and will make sure to provide them with all necessary information.

Thank you for considering my application. I look forward to your understanding and support. Please let me know if you require any further information.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]