

Personal Leave Request

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Position: [Your Position]

Dear [Supervisor's Name],

I am writing to formally request a personal leave of absence from my position as [Your Position] at the [Agency Name] from [Start Date] to [End Date]. I am seeking this leave to address [brief reason for leave, e.g., personal matters, health issues, family obligations].

I assure you that I will do my best to ensure a smooth transition during my absence. I am willing to assist in handing off my responsibilities and can provide support to my colleagues in advance of my leave.

Please let me know if you need any further information or documentation regarding my leave request. I appreciate your understanding and support.

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

Sincerely,

[Your Name]

[Your Contact Information]