

Temporary Leave of Absence Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a temporary leave of absence from work due to [reason for leave, e.g., personal reasons, medical issue, family emergency]. I would like to request leave starting from [start date] and expect to return on [return date].

I will ensure a smooth transition by [mention any plans to hand over responsibilities, if applicable]. I am committed to keeping my team updated during my absence and will remain reachable for urgent matters.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]

[Your Job Title]