

Leave of Absence Request

Date: [Insert Date]

To [Supervisor's Name]

[Company's Name]

[Company's Address]

Dear [Supervisor's Name],

I am writing to formally request a leave of absence from [Start Date] to [End Date] due to my commitments to [Charity/Organization Name]. As you may be aware, I have been involved with this organization for some time, and I am required to participate in [Brief Description of the Commitment].

I believe my contributions will make a significant impact and align with our company's values of community service and social responsibility.

I will ensure that all my responsibilities are managed before my departure and will be available for any transition processes needed. I appreciate your understanding and support in this matter.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]