

Voluntary Leave Request Letter

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 voluntary leave of absence from [start date] to [end date] to engage in charitable work with [name of organization]. This opportunity allows me to contribute my time and skills to a cause I am passionate about, and I believe it will be a fulfilling experience.

During my absence, I will ensure that all my responsibilities are managed and that my tasks are delegated appropriately. I am happy to assist in the preparation for my leave to ensure a smooth transition for the team.

I appreciate your consideration of my request and look forward to your positive response. Thank you for supporting my commitment to community service.

Sincerely,

[Your Name]

[Your Job Title]