

# Leave of Absence Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 leave of absence due to a family emergency that requires my immediate attention. I would like to request leave starting from [start date] to [end date]. During this time, I will make sure to delegate my responsibilities and ensure a smooth transition for my workload.

I understand the importance of my duties and will do everything possible to assist in managing my responsibilities before my departure. Please let me know if you require any further information or documentation.

Thank you for your understanding and support during this difficult time.

Sincerely,

[Your Name]