

Your Name
Your Address
City, State, ZIP Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, ZIP Code

Dear [Manager's Name],

I am writing to formally request a leave of absence for mental health reasons. After careful consideration, I believe that taking this time off is essential for my well-being and overall productivity.

I would like to request leave starting from [Start Date] and anticipate returning to work on [Return Date]. I will ensure that all my responsibilities are managed prior to my departure, and I am happy to assist in any transition processes to ensure a smooth workflow in my absence.

Thank you for your understanding and support during this time. I look forward to your approval.

Sincerely,
Your Name