

Leave of Absence Request

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 leave of absence for personal reasons from [start date] to [end date]. I am experiencing personal matters that require my immediate attention and would greatly appreciate your understanding during this time.

I will ensure that all my responsibilities are managed before my leave begins and will be available for a smooth transition of my tasks. I am happy to provide assistance in training a temporary replacement if necessary.

Thank you for considering my request. I look forward to discussing this matter further.

Sincerely,

[Your Name]