

Leave of Absence Request

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request an extended leave of absence from work due to [reason for leave, e.g., personal health issues, family matters]. I would like to request leave starting from [start date] to [end date], with a return date of [return date].

I understand the importance of my responsibilities at [Company's Name], and I assure you that I will do my best to ensure a smooth transition before my leave. I will complete any outstanding work and delegate my responsibilities as necessary.

Thank you for considering my request. I am happy to discuss this matter further and provide any additional information you may need.

Sincerely,
[Your Name]