

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [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 from [start date] to [end date] due to [brief reason for leave]. I understand the importance of my responsibilities and have taken steps to ensure my duties are covered during my absence.

I hope to return to work on [return date] and will ensure that all pending tasks are completed before my departure. Please let me know if you need any further information or if there is a formal process I should follow.

Thank you for considering my request.

Sincerely,

[Your Name]