

# Leave of Absence Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Personal Leave of Absence

Dear [Manager's Name],

I am writing to formally request a leave of absence for personal reasons from [Start Date] to [End Date]. I have given this considerable thought and believe that this time away will allow me to address important personal matters.

I assure you that I will ensure all my responsibilities are handled prior to my leave, and I am happy to assist in the transition of my duties to a team member during my absence.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]