

Request for Unpaid Leave of Absence

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to formally request an unpaid leave of absence from work for a period of [insert duration] starting from [start date] to [end date]. The reason for this request is [briefly explain reason, e.g., personal matters, family responsibilities, etc.].

I understand the impact of my absence and assure you that I will do my best to complete my pending tasks and assist in the transition during my leave. I am happy to work with the team to ensure a smooth workflow in my absence.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]