

Leave Request Letter

Date: [Insert Date]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I am writing to formally request an instant leave of absence due to unexpected personal circumstances that require my immediate attention. I apologize for the short notice and any inconvenience this may cause.

I kindly ask for leave starting from [start date] until [end date]. I will ensure that all my responsibilities are managed before my leave and will remain available via email should any urgent matters arise.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]