

Leave of Absence Notification

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to formally notify you of my request for a personal leave of absence from [start date] to [end date]. The reason for my leave is [briefly state reason, e.g., personal health issues, family matters, etc.].

I assure you that I will make necessary arrangements to ensure a smooth transition of my responsibilities during my absence. I will also be available via email should you need to reach me for urgent matters.

Thank you for considering my request. I hope to have your approval soon.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]