

Leave of Absence Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 for family reasons starting from [start date] to [end date]. Due to [briefly explain reason, e.g., a family medical situation], I find it necessary to take this time off to provide the needed support.

I will ensure all my responsibilities are handled before my departure, and I am happy to assist in transitioning my workload to ensure a smooth process during my leave. I can be reached at [your phone number or email] should you need to get in touch regarding anything urgent.

Thank you for your consideration. I hope to receive your approval at your earliest convenience.

Sincerely,

[Your Name]