

Request for Temporary Personal Leave

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your 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 temporary personal leave of absence from [start date] to [end date]. The reason for my request is [brief explanation of reason].

I have ensured that my current projects are on schedule and will [explain any arrangements made, such as delegating tasks]. I will ensure that all my responsibilities are up to date before my leave.

I appreciate your understanding and support regarding this matter. I am willing to discuss this further if necessary and look forward to your positive response.

Thank you for considering my request.

Sincerely,

[Your Name]