

Unpaid Personal Leave 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 an unpaid personal leave of absence from work for [duration of leave, e.g., two weeks], beginning on [start date] and ending on [end date]. The reason for my request is [briefly explain reason, e.g., personal matters, family emergency, medical issues].

I assure you that I will make every effort to ensure a smooth transition of my responsibilities before my leave. I will also be available via email should any urgent matters arise that require my attention.

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

Sincerely,

[Your Name]