

Request for Volunteer Leave

Date: [Insert Date]

To,

[Manager's Name]
[Company's Name]
[Company's Address]

Dear [Manager's Name],

I am writing to formally request a volunteer leave of absence from my position at [Company's Name] for the period of [start date] to [end date]. I have been given the opportunity to participate in a volunteer project that aligns with my values and interests, and I believe this experience will enhance my skills and contribute positively to our community.

I will ensure that my current responsibilities are managed effectively during my absence. I will work closely with my team to delegate tasks and prepare a transition plan. I am committed to making this process as smooth as possible.

I appreciate your consideration of my request and I am happy to discuss this matter further at your earliest convenience. Thank you for supporting my commitment to volunteer work.

Sincerely,

[Your Name]
[Your Position]
[Your Contact Information]