

Request for Unpaid Leave

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request unpaid leave from [start date] to [end date]. The reason for my request is [brief explanation of the reason, e.g., personal matters, medical issues, family responsibilities].

I assure you that I will make every effort to ensure a smooth transition during my absence by [mention any plans for delegating responsibilities or completing tasks ahead of time].

I appreciate your understanding and support regarding this matter. Please let me know if you require any further information or if we need to discuss this further.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]