

Request for Unpaid Leave of Absence

To: [Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Date: [Insert Date]

Dear [Manager's Name],

I am writing to formally request an unpaid leave of absence from my position as [Your Job Title] at [Company Name] from [Start Date] to [End Date]. Due to [briefly explain reason, e.g., personal reasons, family matters], I find it necessary to step away from my duties during this time.

I assure you that I will do my best to ensure a smooth transition and will complete any outstanding tasks before my leave. I am also willing to assist in training a temporary replacement if needed.

Thank you for considering my request. I look forward to discussing this with you and hope for a positive response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]