

Personal Unpaid Leave Request

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Request for Unpaid Leave

Dear [Supervisor's Name],

I am writing to formally request a personal unpaid leave of absence from [start date] to [end date]. Due to [briefly explain reason, e.g., personal matters, family responsibilities], I find it necessary to take this time away from work.

I will ensure that all my responsibilities are managed prior to my leave and will help in the transition of my duties to ensure a smooth workflow during my absence.

I appreciate your consideration of my request and hope to hear from you soon.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]