

Leave of Absence Request

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally request a leave of absence from work due to mental health reasons. I believe it is crucial for my well-being to take time off to focus on my recovery.

I would like to request a leave starting from [start date] to [end date]. I assure you that I will ensure a smooth transition of my responsibilities before my departure and will be available for any questions during my time away.

Please let me know if you need any additional information or paperwork regarding my leave request.

Thank you for your understanding.

Sincerely,
[Your Name]