

Personal Leave Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Personal Leave

Dear [Manager's Name],

I am writing to formally request a personal leave of absence from [start date] to [end date]. The reason for my request is [brief explanation of your reason, e.g., personal matters, family emergency, etc.].

I will ensure that all my responsibilities are managed prior to my leave and will be available to assist in the transition of my duties. I am willing to help train a temporary replacement if necessary.

Please let me know if you require any further information. I appreciate your understanding and consideration of my request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]