

Letter of Short-Term Leave of Absence

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Department: [Recipient's Department]

[University Name]

Dear [Recipient's Name],

I am writing to formally request a short-term leave of absence from my position as [Your Position] in the [Your Department] due to [brief reason for leave, e.g., personal health issues, family matters, etc.]. I plan to be away from [Start Date] to [End Date] and will ensure a smooth transition and handover of my responsibilities before my absence.

I will make arrangements to communicate with students and staff during my leave and will be available to address any urgent matters via email, if necessary. I appreciate your understanding and support regarding this matter.

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

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[University Name]

[Your Contact Information]