

# Leave of Absence Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Leave of Absence Request

Dear [Manager's Name],

I am writing to formally request a leave of absence from [start date] to [end date] due to [reason for leave]. I have ensured that my responsibilities are covered and will be reachable during this time if needed.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]