

Farewell Leave of Absence Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

As I prepare to move on to the next chapter of my life, I am writing to formally announce my farewell and to request a leave of absence. My last working day will be [Last Working Day Date], and I request that my leave be effective from [Start Date] to [End Date].

I want to express my heartfelt gratitude for the opportunities I've had at [Company's Name]. Working alongside such a talented team has been a remarkable experience, and I will cherish the memories and knowledge gained here.

Please let me know if there are any forms I need to complete or any other requirements related to my leave of absence. I will ensure that all my responsibilities are handled before my departure.

Thank you once again for your understanding and support. I hope to stay in touch in the future.

Sincerely,

[Your Name]