

# Goodbye Absence Application

Date: [Insert Date]

To,

[Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to formally request a leave of absence from work due to my impending departure from the company. My last working day will be [insert last working day].

I will ensure that all my responsibilities are handled and transitioned smoothly before my departure. If there are any unfinished tasks or handover notes required, please let me know.

I want to express my gratitude for the support and opportunities provided to me during my time at [Company Name]. I will miss working with the team and hope to stay in touch.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]