Goodbye Leave Request

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip]

Subject: Leave Request

Dear [Manager's Name],

I am writing to formally request a leave of absence from [start date] to [end date]. As I prepare to transition from my position at [Company's Name], I want to ensure all my responsibilities are handed over effectively.

I would greatly appreciate your understanding and support in granting this leave. If there is anything I can do to assist during this time, please let me know.

Thank you for the opportunities I've had during my time at [Company's Name]. I look forward to staying in touch.

Sincerely,

[Your Name]