

# Leave of Absence Request

Date: \_\_\_\_\_

To,  
[Manager's Name]  
[Company's Name]  
[Company's Address]

Dear [Manager's Name],

I am writing to formally request a leave of absence due to personal reasons. I will be unavailable from [start date] to [end date]. I will ensure that all my responsibilities are managed prior to my departure and will assist in the transition process as much as possible.

I appreciate your understanding and support regarding my situation. Please let me know if you need any further information or if we can schedule a time to discuss my leave.

Thank you for considering my request.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Contact Information]