

Temporary Leave of Absence

Date: [Insert Date]

Dear [Recipient's Name],

I am writing to formally request a temporary leave of absence from [Start Date] to [End Date] due to [brief reason for leave, e.g., personal commitments, travel, etc.]. This will allow me to address my obligations and come back refreshed and ready to contribute effectively.

I assure you that I will complete any outstanding tasks and provide necessary handovers before my departure. I am also happy to assist in the transition process and ensure that my responsibilities are covered in my absence.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]