

[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],

I hope this message finds you well. I am writing to formally request a leave of absence from work due to [brief explanation of reason, e.g., personal matters, medical reasons, family obligations].

I would like to request leave from [start date] to [end date], during which time I will ensure that all my current duties are managed appropriately. I am happy to assist in training a temporary replacement or will prepare detailed handover notes to ensure a smooth transition. Please let me know if you need any further information or documentation to process my request. Thank you for considering my situation. I look forward to your approval.

Sincerely,

[Your Name]
[Your Job Title]