

[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 am writing to formally request a leave of absence from work for [duration of leave, e.g., two weeks] starting from [start date] to [end date]. The reason for this request is [brief explanation of the reason, e.g., personal health issues, family obligations, etc.].

I understand the importance of my responsibilities and assure you that I will do my best to ensure a smooth transition during my absence. I am willing to assist in training a temporary replacement or provide guidance to my team on ongoing projects.

Thank you for considering my request. I hope to hear from you soon regarding your decision.

Sincerely,

[Your Name]
[Your Position]