

[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 personal leave of absence from work for [number of days/weeks] starting from [start date] to [end date]. The reason for my request is [brief explanation of the reason, e.g., personal health issues, family matters, etc.].

I understand the importance of my role and will ensure that all my responsibilities are managed prior to my leave. I am willing to assist with the transition of my duties to ensure minimal disruption during my absence.

Thank you for considering my request. I hope for your understanding and support. Please let me know if you need any further information or if we can discuss this matter further.

Sincerely,

[Your Name]
[Your Job Title]