

[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 seasonal leave of absence from [start date] to [end date] due to [brief reason, e.g., personal obligations, family commitments, etc.].

I have ensured that my current projects are on schedule and will work towards handing off my responsibilities to [Colleague's Name] during my absence to ensure a smooth transition.

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

Sincerely,

[Your Name]  
[Your Job Title]