

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company Name]  
[Company 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] starting from [start date] to [end date] due to [brief reason for leave, e.g., personal reasons, medical issues, family matters, etc.].

I assure you that I will ensure a smooth transition of my responsibilities before my departure and am happy to assist in any way to prepare my team during my absence.

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

Sincerely,

[Your Name]  
[Your Job Title]