

[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 for [duration of leave] starting from [start date] to [end date] due to [brief reason for leave, e.g., personal reasons, family matters, health issues etc.].

I will ensure that all my responsibilities are managed before my departure and will coordinate with my team to ensure a smooth transition during my absence.

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

Sincerely,

[Your Name]
[Your Job Title]