

[Your Company Letterhead]

[Date]

[HR Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Leave Application

Dear [HR Manager's Name],

I am writing to formally request a leave of absence from [start date] to [end date] due to [reason for leave - e.g., personal reasons, medical reasons, family obligations, etc.].

I have ensured that all my responsibilities are covered during my absence, and I am happy to assist in any transition needed before my leave. I will be available via [email/phone] should any urgent matters arise.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]

[Your Employee ID]

[Your Contact Information]