

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[HR Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [HR Manager's Name],

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

I have ensured that my responsibilities will be managed in my absence, and I am happy to assist in providing any necessary handover information to ensure a smooth transition. I will be available via [email/phone] should any urgent matters arise during my leave.

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

Sincerely,

[Your Name]  
[Your Job Title]  
[Department]