

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]

JCPenney

[Store Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a leave of absence from my position at JCPenney due to [brief reason for leave, e.g., medical issues, personal reasons]. I would like to request the leave starting from [start date] and anticipate returning to work on [anticipated return date].

I will ensure that all my responsibilities are covered and will assist in the transition of my duties prior to my leave. If needed, I am available to discuss this further and provide any required documentation.

Thank you for considering my request. I appreciate your understanding and support during this time.

Sincerely,

[Your Name]

[Your Job Title]

[Employee ID] (if applicable)