

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

[Manager's Name]

Kwik Trip

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

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request leave from my position at Kwik Trip from [start date] to [end date] due to [brief reason for leave, e.g., personal matters, medical reasons, family obligations, etc.].

I understand the importance of my role and am committed to ensuring a smooth transition during my absence. I will ensure that all my responsibilities are up to date before my leave and am willing to coordinate with the team to manage my workload.

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

Sincerely,

[Your Name]

[Your Position]