

[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],
Subject: Request for Leave

I hope this message finds you well. I am writing to formally request leave from [start date] to [end date] due to [brief reason - e.g., personal reasons, family commitment, etc.].

During this time, I will ensure that all my responsibilities are managed effectively. I have outlined a plan to hand over urgent tasks to [Colleague's Name] and will ensure a smooth transition before my departure. Additionally, I will be reachable via [email/phone] for any urgent matters that may arise.

I believe this time away will allow me to return to work refreshed and ready to contribute even more effectively to our team.

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

Warm regards,
[Your Name]
[Your Job Title]