

[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],

I am writing to formally request a leave of absence from work for [number of days/weeks] starting from [start date] to [end date]. The reason for my leave is [brief explanation of the reason, e.g., personal matters, medical reasons, family obligations, etc.].

I will ensure that all my responsibilities are managed before my leave and will prepare detailed handover notes for [colleague's name] to assist in my absence. I am committed to maintaining the workflow and will be available for any urgent matters through [email or phone].

I appreciate your understanding and support in this matter. Please let me know if you require any additional information or documentation.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Job Title]