

[Your Name]
[Your Position]
[Department Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Supervisor's Name]
[Supervisor's Position]
[Department Name]
[Office Address]
[City, State, ZIP Code]

Subject: Leave Request

Dear [Supervisor's Name],

I am writing to formally request leave from [start date] to [end date] due to [brief reason for leave]. I have ensured that my responsibilities are managed during my absence, and [Colleague's Name] has kindly agreed to oversee my duties.

I will ensure that all tasks are up to date before my departure. Please let me know if you need any further information or if there are forms to complete prior to my leave.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]