

[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 hope this message finds you well. I am writing to formally request a professional leave of absence from [start date] to [end date] due to [reason for leave, e.g., personal reasons, professional development, etc.].

I have ensured that my current projects and responsibilities are on track and will be managed in my absence. I am more than willing to assist in any way to ensure a smooth transition, including training a colleague to take over my duties while I am away.

I appreciate your consideration of my request and look forward to your approval.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]