

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Request for Leave Without Compensation (LWC)

I hope this message finds you well. We are writing to formally request that you consider an unpaid leave without compensation (LWC) for the period of [start date] to [end date] due to [brief reason for the request].

We understand that this request may require adjustments to your personal and professional commitments, and we want to assure you that we are here to support you during this time.

Please review this request, and if you could provide a response by [response deadline], it would be greatly appreciated.

Thank you for your understanding. Should you have any concerns or require further discussion, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]