

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request an extended leave of absence from my night shift duties due to [reason for leave, e.g., personal health issues, family obligations, etc.]. I anticipate that I will need to be away from work for approximately [duration of leave, e.g., two weeks, one month, etc.], starting from [start date] to [end date].

I understand the importance of my role and will ensure that all my responsibilities are covered in my absence. I am more than willing to assist in the transition of my duties during this time.

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

Sincerely,
[Your Name]
[Your Job Title]