

[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 leave of absence from my night shift position at [Company's Name] due to [brief reason for leave, e.g., personal reasons, medical issues, family matters].

I would like to request leave starting on [start date] and ending on [end date]. I assure you that I will ensure a smooth handover of my responsibilities and will be available for any necessary communication during my absence.

Thank you for considering my request. I appreciate your understanding and support.

Sincerely,

[Your Name]
[Your Job Title]
[Employee ID (if applicable)]