

[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 am writing to formally request a personal leave of absence from [start date] to [end date]. The reason for my request is [briefly explain the reason, if comfortable, e.g., family matters, health reasons, etc.].

I will ensure that all my responsibilities are managed before my departure, and I am happy to assist in transitioning my duties to ensure a smooth process during my absence. I will be available for any urgent matters via [phone/email, if applicable].

Thank you for considering my request. I appreciate your understanding and support. Please let me know if you need any further information or if we can discuss this matter at your earliest convenience.

Sincerely,

[Your Name]
[Your Position]