

[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 leave of absence from work due to [reason for leave, e.g., personal illness, family emergency, etc.]. I would like to take leave starting from [start date] to [end date].

I assure you that I will ensure a smooth transition of my responsibilities during my absence. I am willing to assist in training a colleague or creating a handover document to cover my duties.

Thank you for considering my request. I hope for your prompt approval.

Sincerely,

[Your Name]
[Your Job Title]