

[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 leave of absence from [start date] to [end date] due to [reason for leave, e.g., medical reasons, personal matters, family commitments].

I will ensure that all my responsibilities are managed prior to my leave and will provide a handover document to assist in my absence. I am happy to assist in coordinating my tasks to ensure a smooth transition.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Job Title]