

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

Dear [Manager's Name],

Subject: Leave Request

I am writing to formally request a leave of absence from [start date] to [end date] due to [reason for leave, e.g., personal reasons, medical issues, family matters].

I have ensured that my ongoing projects are on track, and I will be [briefly explain how your responsibilities will be managed in your absence, e.g., delegating tasks to a colleague, completing work before leave].

Please let me know if you need any further information or if there are forms I should complete to process this request.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]