

[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 from [start date] to [end date] due to [reason for leave]. I have ensured that my responsibilities will be managed during my absence, and I am happy to assist in the transition process before I leave.

I appreciate your understanding and support regarding this matter. Please let me know if you need any further information or if we need to discuss this in person.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]