

[Your Name]

[Your Position]

[Your Department]

[Company Name]

[Date]

[Manager's Name]

[Manager's Position]

[Company Name]

Dear [Manager's Name],

Subject: Leave of Absence Request

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

I will ensure that all my responsibilities are managed before my leave and will coordinate with my team to cover my duties during my absence. I appreciate your understanding and support regarding this matter.

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

Sincerely,

[Your Name]

[Your Contact Information]