

[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 for [duration of leave] starting from [start date] to [end date]. The reason for my leave is [briefly explain reasons, e.g., personal health issues, family emergency, or personal commitments].

I understand the timing may not be ideal, and I assure you I will do my best to ensure a smooth transition by [mention how you will manage your responsibilities, e.g., completing pending tasks, training a colleague, etc.]. Please let me know if there's anything specific you would like me to address before my departure.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]