

[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 notify you of my leave of absence from work. I will be unable to attend from [start date] to [end date] due to [reason for leave].

I have ensured that my responsibilities are managed during my absence.

[Optional: Briefly mention how your work will be covered or handled].

I appreciate your understanding during this time, and I look forward to returning to work after my leave.

Thank you for your support.

Sincerely,

[Your Name]

[Your Job Title]