

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Supervisor's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally request a personal leave of absence from work for [number of days/weeks] starting from [start date] to [end date]. The reason for my request is [briefly explain reason, e.g., personal matters, family issues, medical reasons].

I will ensure that all my responsibilities are managed prior to my leave. I am happy to assist in any way to facilitate a smooth transition and ensure that my absence does not disrupt the workflow.

Please let me know if you need any further information or if we can discuss this matter further. Thank you for your understanding and support.

Sincerely,
[Your Name]