

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Healthcare Facility Name]  
[Facility Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request personal leave from my position at [Healthcare Facility Name] from [start date] to [end date]. The reason for my request is [brief explanation of personal situation, e.g., family matters, personal health, etc.].

I assure you that I will ensure a smooth transition of my responsibilities before my leave, and I am committed to coordinating with my team to cover my duties during my absence.

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

Sincerely,

[Your Name]  
[Your Job Title]