

[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 that I will need to take personal leave from work, starting on [Start Date] and returning on [End Date]. The reason for my leave is [brief explanation of reason, if comfortable sharing]. I assure you that I will do my best to ensure a smooth transition of my responsibilities before my leave begins.

Please let me know if you require any further information or if there are any forms I need to complete prior to my leave.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Job Title]