

[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 personal leave from [start date] to [end date] due to family reasons.

During my absence, I will ensure that all my responsibilities are managed and will prepare a transition plan for my tasks. I am dedicated to maintaining continuity in my work and am happy to assist in delegating my duties to colleagues during my time away.

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

Sincerely,

[Your Name]
[Your Job Title]