

[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 hope this message finds you well. I am writing to formally request a personal leave of absence from work for [duration of leave] starting from [start date] to [end date]. The reason for this leave is [brief explanation of your reason, if comfortable sharing, e.g., "due to family obligations" or "for personal health reasons"].

I have ensured that my current projects are on track, and I will hand over my responsibilities to [Colleague's Name] during my absence. I have also prepared detailed instructions to assist in a smooth transition. Please let me know if you require any further information or if we need to discuss this request in person. I appreciate your understanding and support.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]
[Your Job Title]