

[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 time off from work due to stress and burnout that has significantly impacted my well-being and performance.

I have been feeling overwhelmed and believe that taking some time to focus on my mental health is necessary for my overall productivity and effectiveness in my role. I would like to request a leave of absence starting from [start date] to [end date], if possible.

I understand the importance of my responsibilities and assure you that I will ensure a smooth transition of my duties before my leave. I am willing to assist in any way to prepare for my absence.

Thank you for your understanding and support during this time. I look forward to your response.

Sincerely,  
[Your Name]