

[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 a leave of absence for two weeks, from [start date] to [end date], due to [reason for leave, e.g., personal matters, health issues, family obligations].

I will ensure that all my responsibilities are managed before my departure and will coordinate with my team to cover any urgent tasks during my absence. I will also be available via [phone/email] should any urgent matters arise.

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

Sincerely,

[Your Name]
[Your Job Title]