

[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 two-week leave of absence from [start date] to [end date] due to [brief reason, e.g., personal matters, family obligations, medical issues]. I have ensured that my current projects are on track, and I will complete any outstanding tasks prior to my departure.

I will also provide a handover to [Colleague's Name] during my absence to ensure that all duties are covered. I appreciate your understanding, and I am happy to discuss this further at your convenience.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]