

[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 two-week leave of absence from [start date] to [end date] due to [brief explanation of reason, e.g., personal reasons, family matters, etc.].

I will ensure that all my responsibilities are managed before my departure and will provide a handover to [Colleague's Name] to cover any urgent matters in my absence. I am committed to ensuring a smooth transition and will be available for any questions via email during this time.

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

Sincerely,

[Your Name]  
[Your Job Title]