

[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 leave of absence for two weeks, from [start date] to [end date], due to [brief reason for leave, e.g., personal reasons, family commitments, etc.].

I will ensure that all my responsibilities are managed before my leave, and I will be available to assist with any urgent matters remotely, if necessary. I will also provide a detailed handover to ensure a smooth transition during my absence.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,
[Your Name]
[Your Job Title]