

[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, starting from [start date] to [end date]. The reason for my request is [brief explanation of reason, e.g., personal, medical, family commitment, etc.].

During my absence, I will ensure that all my responsibilities are managed and that my workload is up to date. I am happy to assist in any transitional arrangements to ensure a smooth workflow in my absence.

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

Sincerely,

[Your Name]  
[Your Job Title]