

[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],

Subject: Application for Two Weeks Leave

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 matters, medical issues, family obligations, etc.].

I understand the importance of my responsibilities at work, and I have ensured that all my current tasks are on schedule. I am also willing to assist in transitioning my duties during my absence to ensure a smooth workflow.

Thank you for considering my application. I hope for a positive response.

Sincerely,

[Your Name]  
[Your Job Title]