

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Supervisor's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Supervisor'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]. The reason for my request is [brief explanation of the reason, e.g., personal matters, family commitment, medical reasons, etc.].

I will ensure that all my responsibilities are managed before my leave. I am happy to assist in finding a temporary replacement or handle any tasks that may arise during my absence.

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

Sincerely,

[Your Name]
[Your Job Title]