

[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 two-week leave of absence from [start date] to [end date] due to [brief reason - e.g., personal reasons, family obligation, medical issue].

I will ensure that all my responsibilities are managed before my leave and will be available to assist in the transition of my workload. I can be reached via email or phone for any urgent matters during my time away.

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

Sincerely,

[Your Name]  
[Your Job Title]