

[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 reasons, medical issue, family matters, etc.].

I will ensure that all my responsibilities are covered during my absence and will coordinate with my team to ensure a smooth transition. I am available to discuss this and will provide assistance in handing over my tasks if needed.

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

Sincerely,
[Your Name]
[Your Job Title]