

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

Dear [Manager's Name],

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 reasons, family commitment, medical issue].

I have ensured that my current projects and responsibilities are on track, and I will ensure a smooth handover of my duties to [Colleague's Name] during my absence. I will be available for any urgent matters via email/phone.

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

Sincerely,

[Your Name]  
[Your Job Title]