

[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 notify you that I will be taking a leave of absence for two weeks, starting from [Start Date] to [End Date]. This time away is necessary for [brief explanation of reason, if comfortable sharing].

I will ensure that all my responsibilities are up to date before my leave and will be available to assist with any transition planning. I am committed to making this process as smooth as possible for the team.

Thank you for your understanding.

Sincerely,
[Your Name]