

[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, from [start date] to [end date], due to [reason for leave, e.g., personal reasons, medical issues, family obligations, etc.].

I have ensured that my responsibilities will be covered during my absence, and I am happy to assist in the transition by [mention any specific plans for coverage, training, or handover].

Please let me know if you need any further information or if a meeting is required to discuss my request.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]