

Subject: Two-Day Leave Request

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to formally request a leave of absence for two days, from [Start Date] to [End Date], due to [brief reason for leave, e.g., personal reasons, medical issues, family commitments].

I will ensure that all my responsibilities are managed before my leave, and I am happy to assist in any transition needed to cover my duties during my absence.

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

Best regards,

[Your Name]

[Your Job Title]

[Your Department]

[Your Employee ID]

[Your Contact Information]