

[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 months, starting from [start date] to [end date]. The reason for my leave is [brief explanation of the reason, e.g., medical, personal, family matters].

I assure you that I will do my best to ensure a smooth transition of my responsibilities before my departure. I am happy to assist in training a replacement or redistributing my tasks among team members during my absence.

I appreciate your understanding and support regarding my request. Please let me know if you need any further information or if we can discuss this in person.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]