

[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, beginning on [start date] and ending on [end date]. The reason for my request is [brief explanation of reason - e.g., personal, medical, family-related].

I assure you that I will do everything in my power to ensure a smooth transition and minimize disruption during my absence. I am happy to assist in training a temporary replacement or delegating my responsibilities to ensure continued productivity.

Thank you for considering my request. I am looking forward to your understanding and support.

Sincerely,

[Your Name]
[Your Job Title]