

[Your Name]

[Your Position]

[Your Department]

[Date]

[Manager's Name]

[Manager's Position]

[Company Name]

Subject: Leave Request for Two Months

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a leave of absence for two months, starting from [start date] to [end date].

The reason for my request is [briefly explain reason, e.g., personal matters, family commitments, medical issues, etc.]. I have ensured that my current projects and responsibilities are on schedule, and I will complete all pending tasks before my departure. I am also happy to assist in transitioning my duties to ensure a smooth workflow in my absence. Please let me know if you need any further information or if we can discuss this request at your earliest convenience.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Contact Information]