

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a two-month unpaid leave of absence from [start date] to [end date]. This time off is necessary due to [brief reason, e.g., personal matters, family issues, health concerns].

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

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

Sincerely,

[Your Name]
[Your Job Title]