

[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 notify you of my intention to take a leave of absence for a duration of two months, starting from [Start Date] to [End Date]. The reason for my leave is [briefly state reason, e.g., personal matters, family responsibilities, medical reasons, etc.].

I have ensured that my current projects are on track and have briefed [Colleague's Name] to take over my responsibilities during my absence. I am committed to making this transition smooth and will ensure that all necessary documentation and support is provided before my leave.

I appreciate your understanding and support regarding this matter. Please let me know if you need any further information or if there are any forms that need to be completed.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]