

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

Dear [Manager's Name],

I am writing to formally request a leave of absence from my position at QVC, beginning on [start date] and ending on [end date]. The reason for my request is [brief explanation of the reason, e.g., medical, personal matters, etc.].

I have ensured that my current projects and responsibilities are up to date, and I am committed to making the transition as smooth as possible. I am happy to assist in handing over my duties to a colleague during my absence.

Please let me know if you require any further information or documentation regarding my leave request. Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]