

[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],

Subject: Request for Leave of Absence

I am writing to formally request a leave of absence from work for [duration, e.g., "two weeks"] starting from [start date] to [end date]. The reason for my request is [brief explanation, e.g., "due to medical reasons," "personal matters," etc.].

I assure you that I will make every effort to ensure a smooth transition during my absence. I am happy to assist in the handover of my responsibilities and will keep you informed about my availability.

Thank you for considering my request. Please let me know if you require any further information or if we can discuss this further.

Sincerely,

[Your Name]
[Your Job Title]
[Employee ID (if applicable)]