

[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 request a leave of absence for personal reasons from [start date] to [end date]. I understand the importance of my role and am committed to ensuring a smooth transition during my time away.

I will do my best to complete any outstanding tasks before my departure and will be available to hand over any responsibilities as necessary.

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

Sincerely,

[Your Name]
[Your Job Title]