

Subject: Leave of Absence Request

Dear [Supervisor/Manager's Name],

I hope this message finds you well. I am writing to formally request a leave of absence from [start date] to [end date] due to [brief reason, e.g., personal matters, medical reasons, family obligations, etc.].

I assure you that I will ensure a smooth transition of my responsibilities before my leave. I will [mention any steps you will take, such as handing off projects, training a colleague, etc.].

Please let me know if you need any further information or if we can discuss this in person.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]