

[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 request for a leave of absence from [start date] to [end date] due to [brief reason for leave, e.g., medical reasons, family matters, personal reasons].

I will ensure that my responsibilities are managed prior to my departure and will assist in transitioning my workload to colleagues if necessary.

I am committed to maintaining communication and will check my email periodically, should any urgent matters arise.

Thank you for your understanding. Please let me know if you need any further information.

Sincerely,  
[Your Name]