

[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 from my position at [Company's Name] for a period of [duration] starting from [start date] to [end date]. The reason for my request is [briefly explain the reason, e.g., personal, medical, family matter, etc.].

I have taken steps to ensure a smooth transition during my absence, including [mention any arrangements you have made, such as delegating tasks or training a colleague]. I will ensure that all my responsibilities are up to date before my leave begins.

I appreciate your understanding and support regarding this matter. I am looking forward to your positive response.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]