

[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 seasonal leave of absence from my position at [Company's Name] from [start date] to [end date]. This leave is necessary due to [briefly explain reason, e.g., family obligations, travel plans, etc.].

I have ensured that my current projects are on schedule and will work towards completing any pressing tasks before my departure. Additionally, I am happy to assist in the transition process and brief my colleagues on any outstanding responsibilities to ensure a smooth workflow during my absence.

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

Sincerely,

[Your Name]
[Your Position]