

[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 part-time position at [Company's Name] for [duration of leave] due to [brief reason for leave, e.g., personal reasons, medical issues, etc.].

I plan to be away from work starting [start date] and expect to return on [return date]. During my absence, I will ensure that my responsibilities are covered by [mention any arrangements, if applicable].

Thank you for your understanding. I appreciate your support and look forward to returning to work.

Sincerely,

[Your Name]  
[Your Job Title]