## **Extended Leave Of Absence Letter**

dedication.



During my absence, I am confident that my colleagues and team members will be able to handle my responsibilities effectively. I have taken steps to delegate tasks and provide necessary instructions to ensure that any projects or ongoing work are not disrupted. Additionally, I will be reachable via

email or phone for any urgent matters that may require my attention.

I understand that an extended leave of absence may require me to complete any necessary paperwork or fulfill any obligations outlined by the company's leave policy. I am prepared to comply with these requirements and will ensure that all necessary documentation is submitted promptly.

I am grateful for the support and understanding of the company during this time. I believe that this leave of absence will allow me to address the personal matters at hand and return to work with a clear and focused mind, ready to contribute positively to the team's success.

Thank you for considering my request. I kindly ask that you review and approve this request at your earliest convenience. I look forward to staying connected and remaining a valuable part of the [Company/Organization Name] team.

Sincerely,

[Your Name]

[Your Employee ID, if applicable]