

# Extended Leave Of Absence Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company/Organization Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you in good health and high spirits. I am writing to formally request an extended leave of absence from my position at [Company/Organization Name]. The purpose of this leave is to address personal matters that require my full attention and dedication.

I understand the importance of my role within the company and the impact my absence may have on the team's operations. I assure you that I have taken careful consideration of this matter and have put in place a plan to ensure a smooth transition during my absence.

My proposed leave of absence would begin on [Start Date] and would extend for a period of [Number of Weeks/Months]. I have every intention of returning to my duties on [Expected Return Date], at which point I am committed to resuming my responsibilities with renewed focus and 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]