

Formal extended leave of absence letter

Subject: Request for Extended Leave of Absence

Dear [Manager's Name],

I am writing to formally request an extended leave of absence from my position at [Company Name], beginning on [start date] and concluding on [end date]. The reason for this request is [briefly state reason, e.g., medical recovery, family care, education].

I have reviewed my responsibilities and will ensure a smooth handover of duties prior to my departure. I am happy to assist in training a colleague or documenting processes to minimize any disruption to the team.

I value the support and understanding I have received at [Company Name], and I appreciate your consideration of my request. Please let me know if you require additional documentation or details to process this leave.

Thank you for your understanding.

Sincerely,

[Your Full Name]

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