

Extended leave for family care

Subject: Leave of Absence Request for Family Care

Dear [Manager's Name],

I am writing to request an extended leave of absence from [start date] until [end date] to provide necessary care for a close family member. This is a difficult personal situation, and I would greatly appreciate your understanding.

I will make sure to delegate my duties and prepare a clear handover plan before my absence. If needed, I will remain available via email for urgent matters.

Thank you for considering my request and for your continued support.

Sincerely,

[Your Full Name]

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