

Casual extended leave email

Subject: Request for Extended Leave

Hi [Manager's Name],

I wanted to reach out and let you know that I need to take an extended leave of absence from [start date] to [end date]. The reason is [short explanation, e.g., personal commitments, family matters].

I'll make sure everything is in order before I leave and will set things up so the team can continue smoothly. Please let me know if you need any additional info.

Thanks so much for understanding,

[Your First Name]

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