

Official extended leave request

Subject: Official Request for Extended Leave

Dear [Manager's Name],

Please accept this as my official request for an extended leave of absence from [Company Name], starting on [start date] and concluding on [end date]. This request is in accordance with company policy and is due to [reason: medical, family, personal, etc.].

I am committed to ensuring a seamless transition of my responsibilities before my leave begins. I will provide all necessary documentation to HR as required.

Thank you for considering my request.

Respectfully,

[Your Full Name]

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