

Heartfelt extended leave request

Subject: Request for Extended Leave of Absence

Dear [Manager's Name],

This is not an easy message for me to write. I find myself needing an extended leave of absence from [Company Name], beginning [start date] through [end date], to take care of important personal matters that require my full attention.

I deeply appreciate the support and kindness I have always received here, and I assure you I will prepare a detailed handover plan to minimize any impact on the team.

Thank you for your understanding during this difficult time.

With gratitude,

[Your Full Name]

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