Unpaid Leave Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company/Organization Name]

[Address]

[City, State, ZIP Code]

Dear [Employer's Name],

I am writing to formally request an unpaid leave from [start date] to [end date]. The reason for my leave is [mention the reason for the leave, such as personal travel, family matters, etc.].

I understand the implications of taking unpaid leave and will ensure that my responsibilities are properly handed over to my colleagues during my absence. I am committed to minimizing any disruption caused by my absence and will be reachable via email for any critical matters that may arise.

While I understand the policy around unpaid leaves, I believe that this time off is necessary to address [explain the reason for leave]. I will ensure that all required procedures and documentation are followed to formalize my leave request.

Thank you for considering my request and understanding my situation.

Sincerely,

[Your Name]