

Formal Leave of Absence Letter

Dear [Manager Name],

I am writing to formally request a leave of absence from [Start Date] to [End Date] due to [Reason: personal, medical, family, or other]. I have ensured that my responsibilities will be managed during my absence and have briefed [Colleague Name] to cover urgent matters.

I would appreciate your approval and guidance on any necessary procedures.

Sincerely,

[Your Name]

[Position]

[Company Name]

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