

## Formal leave request for personal reasons

Subject: Request for Leave of Absence

Dear [Manager's Name],

I am writing to formally request a leave of absence from my position at [Company Name] starting from [start date] to [end date]. The reason for this leave is [briefly state reason, e.g., medical, family, or personal matter].

I will ensure that all pending tasks are either completed before my departure or delegated appropriately. Please let me know if additional documentation or approvals are required to process my request.

I greatly appreciate your understanding and consideration. I look forward to returning to my duties after my leave.

Sincerely,

[Your Name]

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