

Extended leave request

Subject: Request for Extended Leave of Absence

Dear [Manager's Name],

I respectfully request an extended leave of absence from [start date] to [end date] due to [reason, e.g., family care responsibilities, education, relocation, etc.]. I understand the length of this request and will ensure proper transition of all duties before leaving.

If required, I am willing to discuss flexible options such as part-time remote work during this period to maintain continuity. Please let me know if additional paperwork or approvals are needed.

I appreciate your consideration and support in this matter.

Sincerely,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/leave-of-absence-request-letter>