

Leave Request Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Position/Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Subject: Leave Request

Dear [Recipient's Name],

I hope this letter finds you in good health and high spirits. I am writing to formally request a leave of absence from my duties at [Company/Organization Name]. The purpose of this leave is [mention the reason for your leave, such as medical reasons, personal matters, family emergencies, etc.].

The requested period for my leave is from [start date] to [end date]. I have carefully considered the timing of my absence to minimize any potential disruption to the team and ongoing projects. During my leave, I am committed to ensuring a smooth handover of my responsibilities and will be reachable via email or phone for any urgent matters that may require my attention.

I understand the importance of my role and the responsibilities entrusted to me, and I assure you that I will make every effort to complete any pending tasks and ensure the seamless continuation of work during my absence. I have also informed my immediate supervisor, [Supervisor's Name], regarding my leave request and have discussed the necessary arrangements.

I have attached any relevant medical certificates or supporting documents, if applicable, to this

letter. If there are any additional forms or procedures I need to follow to formalize this request, please let me know, and I will promptly fulfill those requirements.

I value the opportunity to work at [Company/Organization Name], and I am committed to upholding the highest standards of professionalism and dedication upon my return. I am grateful for your understanding and support in this matter.

Thank you for considering my leave request. I look forward to your positive response. If you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

[Your Name]