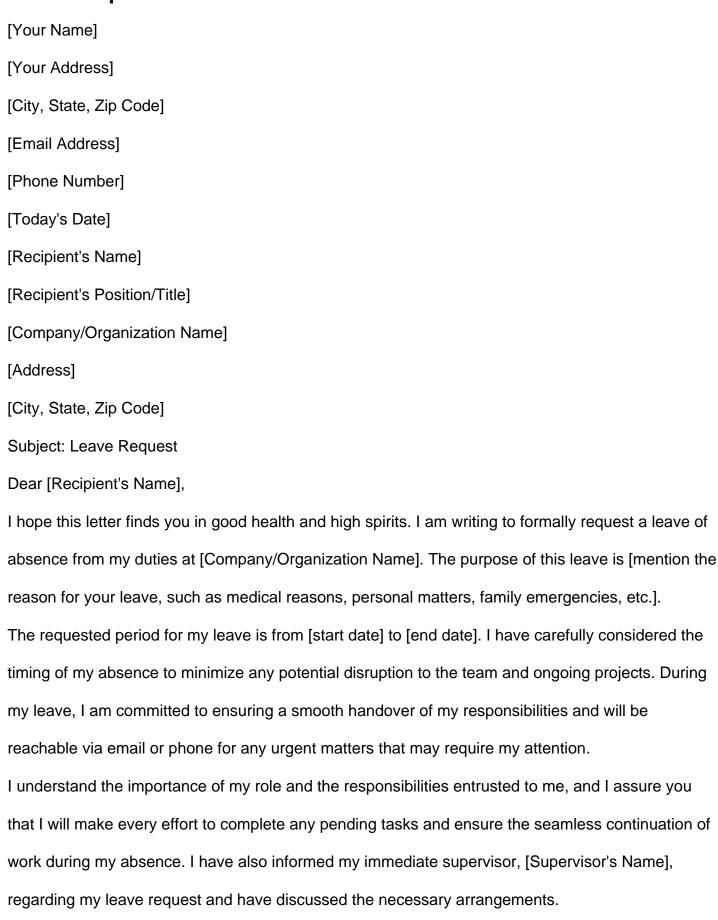
Leave Request Letter



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]