

Request for Extended Leave or Time Off

Subject: Request for Extended Leave of Absence

Dear [Manager's Name],

I am writing to request an extended leave of absence from [start date] to [end date] due to [personal/family/medical reasons]. This is a carefully considered decision, and I wanted to provide you with as much advance notice as possible.

The reason for my request is [brief, appropriate explanation without excessive personal details]. This time away is essential for me to [address this situation/care for family member/recover fully] and return to work with full focus and energy.

To ensure minimal disruption to our team and projects, I propose the following plan: [outline transition plan, coverage arrangements, handover of responsibilities]. I am committed to completing all urgent tasks before my departure and providing comprehensive documentation for whoever will cover my duties.

If possible, I would like to remain available for critical questions via email during my absence, though my responses may be delayed. I am also happy to discuss a gradual return-to-work schedule if that would be helpful.

I understand this request requires careful consideration and planning. I am available to discuss this matter further and work together on the best solution for both the team and my situation.

Thank you for your understanding and support during this time.

Respectfully,

[Your Name]

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