Temporary Leave Of Absence Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company/Organization Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a temporary leave of absence from my position at [Company/Organization Name]. Due to unforeseen circumstances, I find it necessary to take time off from my duties starting from [Start Date] and returning on [Expected Return Date]. This period of leave is expected to last approximately [Number of Days/Weeks/Months].

The reason for my temporary leave of absence is [briefly explain the reason for your leave, such as medical reasons, family matters, personal development, etc.]. I understand the importance of my role within the company and assure you that I have taken all necessary steps to ensure a smooth transition during my absence.

During my time away, I am committed to ensuring minimal disruption to my team and projects. I have taken the liberty of preparing a comprehensive handover document detailing the status of my ongoing tasks, projects, and any relevant contact information. I am also willing to provide any necessary assistance to my colleagues or team members before my departure.

I kindly request that you review and approve my leave of absence request at your earliest

convenience. I understand the importance of adhering to company policies and procedures, and I am prepared to comply with any requirements regarding notification, documentation, or other necessary steps.

I value my role within the company and am dedicated to resuming my responsibilities promptly upon my return. I will ensure that any outstanding work is completed before my departure and that my transition back into the team is as seamless as possible.

Thank you for your understanding and consideration. Please feel free to contact me via email or phone should you require any additional information or have any questions. I look forward to your positive response.

Sincerely,

[Your Signature] (if sending a hard copy)

[Your Typed Name]

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