

Formal Unpaid Leave of Absence Request Letter

Subject: Request for Unpaid Leave of Absence

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an unpaid leave of absence from [Start Date] to [End Date] due to [Reason, e.g., personal matters, family obligations, or health reasons].

I have ensured that my current projects are on track and have delegated responsibilities to [Colleague Name] during my absence. I kindly request your approval for this leave and am happy to discuss any arrangements needed for a smooth transition.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Position]

[Department]

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