

Formal Long-Term Unpaid Leave Letter

Subject: Request for Long-Term Unpaid Leave

Dear [Manager's Name],

I am requesting an extended unpaid leave of absence from [Start Date] to [End Date] to [Reason, e.g., pursue further studies, personal development, or family care].

I have reviewed my current projects and created a handover plan to ensure minimal disruption during my absence. I would greatly appreciate your approval and guidance on any additional steps required.

Thank you for your consideration.

Sincerely,

[Your Name]

[Position]

[Department]

Get more templates here:

<https://www.lettersandtemplates.com/letters/unpaid-leave-of-absence-letter>