

Professional Unpaid Leave Request Letter

Subject: Request for Unpaid Leave

Dear [Manager's Name],

I am writing to formally request unpaid leave from [start date] to [end date] due to [reason, e.g., personal reasons, family obligations, or health concerns]. I have ensured that my current projects are on schedule and will complete any urgent tasks before my leave begins.

I kindly request your approval and will make sure to assist in the transition to cover my responsibilities during my absence. Thank you for considering my request.

Sincerely,

[Your Name]

[Position]

[Department]

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