

Heartfelt Unpaid Leave Request Letter

Subject: Request for Unpaid Leave

Dear [Manager's Name],

I hope this message finds you well. I am requesting unpaid leave from [start date] to [end date] to attend to family matters that require my immediate presence. I value my role here and will ensure all responsibilities are managed before my leave.

Thank you for your consideration and understanding.

Warm regards,

[Your Name]

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