

Unpaid Without Pay Leave Letter

Subject: Request for Unpaid Leave of Absence

Dear [Employer's Name],

I hope this letter finds you well. I am writing to formally request an unpaid leave of absence from my position at [Company/Organization Name] for a specific period.

Due to [mention the reason for your leave, e.g., personal reasons/urgent family matters/medical circumstances], I find it necessary to take time off work. The situation requires my full attention and presence, and unfortunately, I am unable to continue my regular duties during this time.

I understand the impact of my absence on the company and my team, and I sincerely apologize for any inconvenience caused. However, I have made arrangements to ensure that my current projects/tasks will be taken care of in my absence. I will gladly assist in any way possible to ensure a smooth transition during my leave period.

I am requesting an unpaid leave of absence for the duration of [mention the start date and end date of your intended leave]. This period represents the minimum time required to address the situation properly and return to work fully focused and committed.

During my absence, I will maintain communication with my team and promptly respond to any work-related queries as needed. If there are any specific procedures or protocols to follow while on leave, please let me know, and I will adhere to them accordingly.

Please consider this letter as an official notice, and I kindly request you to grant my unpaid leave as per the mentioned dates.

Thank you for your understanding and support during this challenging time. I value my position at [Company/Organization Name] and look forward to resuming my responsibilities upon my return. If there is any further information needed from me or any documentation required to process my leave request, please do not hesitate to contact me.

I would be grateful if you could acknowledge receipt of this letter and provide confirmation of my leave approval.

Sincerely,

[Your Name]

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