

Leave Statement for Personal Reasons

Date: June 12, 2024

To: Mr. John Doe
HR Manager
Acme Corporation

From: Jane Smith
Marketing Department

Dear Mr. Doe,

I am writing to formally request a leave of absence from work for personal reasons. I intend to take leave starting from June 17, 2024, and plan to return on June 24, 2024. During my absence, I will ensure that all my responsibilities are delegated appropriately and will remain accessible for urgent matters, if necessary.

I appreciate your understanding and kindly request approval for my leave. Please let me know if you require any further information or documentation.

Thank you for your consideration.

Sincerely,
Jane Smith

Important Notes:

- Clearly state your leave dates and reason.
- Follow your organization's leave application policies and procedures.
- Offer to ensure a smooth transition of your duties.
- Be respectful and professional in tone.
- Attach supporting documents if needed (e.g., medical certificate, if applicable).