

Formal Application for Leave of Absence

Date: [Insert Date]
To: [Recipient's Name]
Position: [Recipient's Position]
Department/Organization: [Department/Organization Name]

Dear [Recipient's Name],

I am writing to formally request a leave of absence from [start date] to [end date], due to [brief reason, e.g., personal, medical, family, etc.]. I assure you that I will complete all outstanding responsibilities and ensure a smooth handover of my duties during my absence.

Kindly grant me permission for this leave. If any additional information or documentation is required, please let me know.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Position]
[Contact Information]

Important Notes:

- Clearly specify your leave dates and reason for absence.
- Notify your supervisor as early as possible for timely approval.
- Provide any required supporting documents if applicable.
- Ensure responsibilities are delegated during your absence.
- Keep a copy of your application for future reference.