

Leave of Absence Request Letter

From:

[Your Name]
[Your Address]
[City, State, ZIP Code]

To:

[Recipient Name / Manager]
[Designation]
[Company/Organization Name]
[Address]
[City, State, ZIP Code]

Date: [DD/MM/YYYY]

Subject: Request for Leave of Absence

Dear [Recipient Name/Manager],

I am writing to formally request a leave of absence from work from [Start Date] to [End Date] due to [Reason: e.g., personal/medical/family reasons].

I have ensured that all my pending tasks are up to date, and I have delegated my duties to [Colleague's Name, if applicable] in my absence. I am confident that my absence will not disrupt the regular workflow.

Kindly grant me leave for the mentioned period. I will be available if any urgent matters arise and will resume my duties promptly upon return.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Contact Number]
[Your Email Address]

Important Notes:

- Always mention the exact dates and reason for your leave.
- Ensure the request is made in advance unless it's an emergency.
- Offer solutions to manage or delegate your responsibilities during your absence.
- Keep the tone polite and professional.
- Attach any relevant documentation if necessary (e.g., medical certificate).