

# Letter of Leave of Absence Example

Mike's Hotdogs Inc.  
1415 Haul Road  
Minneapolis, MN 55401

Dear Mike's Hotdogs Inc.,

I wish to request a leave of absence for 30 days. I plan on leaving June 1st, 2022 and returning June 30th, 2022.

The reason for my requested absence is that I've just been making too many hotdogs!

It gets tiring stuffing, seasoning, and cooking those bad boys day after day, and I really want to try my hand at mediating to come up with the perfect hot dog recipe.

If I don't get this leave of absence, I don't know how long I will be able to continue cooking hotdogs.

Thank you for your consideration. If you have any questions or issues, don't hesitate to contact me at 123-456-7899.

## Terrence K. Alvarado

Terrence K. Alvarado  
Lead Hotdog Maker

