

LEAVE OF ABSENCE LETTER EXAMPLE

[YOUR NAME]
[YOUR ADDRESS]
[YOUR PHONE #]
[OTHER CONTACT INFO, IF ANY]

[CURRENT DATE]

[SUPERVISOR NAME]
[COMPANY NAME]
[COMPANY ADDRESS]

Dear [SUPERVISOR NAME],

This is a formal written request notifying of my intention to take a [#]-week leave of absence for [LIST REASON(S)]. As discussed in our meeting yesterday, I hope to take this leave from [MM/DD/YYYY] through [MM/DD/YYYY] if this is a timeframe that still works for you.

I will be able to return to work on [MM/DD/YYYY].

Please let me know if I can be of any assistance in preparing for my absence. Don't hesitate to contact me with any further questions.

Thank you for your understanding during this difficult time.

Sincerely,

_____ (Your Signature)

[YOUR NAME]
[YOUR TITLE]

