Insert Your Name
Insert Your Home Mailing Address
Insert City, State, Zip

Date

Recipient's Name (Supervisor or HR Contact)
Company Name
Mailing Address
City, State, Zip

Mr./Ms./Mrs. Last Name:

The purpose of this letter is to request approval for a leave of absence from my position with insert company name from insert beginning date through insert ending date. The reason for this request is (briefly explain the reason that you are requesting time off from work, being sure that it is consistent with your company's leave of absence policy requirements).

I will make sure that you and any other employees who may be impacted by my leave of absence are aware of the status of any pending projects and client expectations well in advance of my departure, and I will be happy to train any co-workers who will handle my duties while I am out. Additionally, during the time I am on leave, I can be reached at insert cell number and insert personal email address if there are any questions about my work.

It is my full intention to return to work as scheduled, and do not expect to need to request additional time off for this matter beyond the dates indicated above. Please let me know if you need any additional information, and let me know your decision as soon as possible. I will need to know if my request is approved no later than insert date. Thank you for your consideration.

Regards,

Insert Your Name