

(Employee name and address)

_____ (mm/dd/yyyy)

(Company name and address)

Dear _____,

Please accept this letter as formal request for a leave of absence. My leave is due to _____

_____.

I am requesting a leave of _____ [Length of leave]. The leave will last from
_____ (mm/dd/yyyy) until _____ (mm/dd/yyyy).

If my leave of absence is approved, I will: (Check one)

- Be unavailable to assist between the dates of
_____ (mm/dd/yyyy) and _____ (mm/dd/yyyy).
- Be available to assist with any questions (Check all that apply)
 - By email
 - By phone
 - In person

Additional info: _____.

Please let me know if you have any questions and an appropriate time for us to speak to discuss the terms of my leave of absence.

Sincerely,

Employee Name: _____

