

Formal Leave of Absence Letter

Subject: Request for Leave of Absence

Dear [Manager's Name],

I am writing to formally request a leave of absence from work due to family-related matters. I would like to request leave starting from [Start Date] to [End Date].

During my absence, I will ensure that all my pending tasks are delegated appropriately and will be available for urgent matters via email. I kindly request your approval for this leave.

Thank you for your understanding and consideration.

Sincerely,

[Your Name]

[Position]

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