

Provisional Leave of Absence Letter

Subject: Request for Provisional Leave for Family Reasons

Dear [Manager's Name],

I am requesting a provisional leave from [Start Date] to [End Date] to attend to pressing family responsibilities. I will confirm my exact return date as soon as the situation stabilizes.

Please advise if any further documentation is required to process this leave. I will ensure minimal disruption to work during my absence.

Thank you,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/leave-of-absence-letter-for-family-reasons>