

(Employee name and address)

_____, 20____

(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 _____, 20____ until _____, 20____.

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

- Be unavailable to assist between the dates of _____, 20____ and _____, 20____.
- 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: _____

