

# Formal Letter for Leave of Absence Due to Mental Health

This **formal letter for leave of absence due to mental health** sample provides a professional template to request time off from work or school to focus on mental well-being. It emphasizes clear communication, respectful tone, and the importance of acknowledging mental health needs while maintaining confidentiality and professionalism. The letter typically includes the reason for leave, the expected duration, and a willingness to cooperate with any necessary procedures or provide documentation. This sample serves as a helpful guide for individuals seeking to address mental health concerns through official channels.

## Sample Letter Template

[Your Name]

[Your Position/Title]

[Department, if applicable]

[Organization/School Name]

[Address Line 1]

[Address Line 2]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Organization/School Name]

[Department, if applicable]

[Address Line 1]

[Address Line 2]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request a leave of absence due to health reasons. After careful consideration, I have decided it is necessary to prioritize my mental health and well-being.

I respectfully request leave from [start date] to [end date] (or: for approximately [number] weeks, starting from [start date]). I understand the importance of my responsibilities and will ensure a smooth transition of my duties.

I value the support and understanding of the organization and assure you that my intent is to return with renewed focus and commitment.

Thank you for your understanding and consideration.

Sincerely,

[Your Name]