

Formal Letter for Leave of Absence from Work Sample

[Your Name]
[Your Job Title]
[Department, if applicable]
[Company Name]
[Company Address]
[City, State, ZIP Code]
[Email Address]
[Date]

[Recipient Name]
[Recipient Job Title]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally request a leave of absence from work from **[Start Date]** to **[End Date]** due to **[briefly state reason, e.g., personal matters, medical reasons, family matters]**.

I have ensured that my current tasks and responsibilities are up to date and will coordinate with **[Colleague's Name]** to oversee any urgent work during my absence. I am also available to provide any necessary guidance or support remotely, should the need arise.

Please let me know if you require any further information or documentation regarding my leave request. I appreciate your consideration and understanding, and I look forward to your approval.

Thank you for your attention to this matter.

Sincerely,
[Your Name]