

Sample Formal Letter for Leave of Absence for Personal Reasons

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request a leave of absence from [start date] to [end date] due to personal reasons. During this time, I will ensure that any pending tasks are delegated appropriately and that my responsibilities are transitioned smoothly to minimize disruption.

I understand the importance of my duties and will do my best to complete any urgent work before my leave begins. If there are any additional requirements or documentation needed, please let me know, and I will provide them promptly.

I appreciate your understanding and consideration of my request. I look forward to your positive response.

Sincerely,
[Your Name]