

Formal Letter for Unpaid Leave of Absence Sample

A **formal letter for unpaid leave of absence sample** serves as a professional template for employees requesting time off from work without pay. This letter clearly outlines the reason for the unpaid leave, the specific dates of absence, and any arrangements made to ensure minimal disruption in the workplace. It helps maintain effective communication between the employee and employer, ensuring that the request is documented and handled with transparency and respect. Using a well-structured sample letter also guides individuals on the appropriate tone and format, enhancing the chances of a positive response to their unpaid leave request.

Sample: Formal Unpaid Leave of Absence Letter

Below is a sample template you may use when requesting an unpaid leave of absence:

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]
Subject: Request for Unpaid Leave of Absence
Dear [Recipient's Name],
I am writing to formally request an unpaid leave of absence from my position as [Your Position] at [Company Name], from [Start Date] to [End Date]. The reason for this request is [Reason for Leave].
I have ensured that my current tasks and responsibilities will be managed in my absence. [You may mention a colleague who will cover your duties or outline your plan for handling your work].
I kindly request your approval for this unpaid leave. Please let me know if I need to provide any further information or complete additional documentation. Thank you very much for your consideration.
Sincerely,
[Your Name]