

# REQUEST FOR LEAVE OF ABSENCE

\_\_\_\_\_ (date)

\_\_\_\_\_ (recipient name)

\_\_\_\_\_ (company name)

\_\_\_\_\_ (company address)

Dear [ ] Mr. [ ] Ms. \_\_\_\_\_ (recipient name),

I am writing to formally inform you that I will need to be absent from work for a period of time. Therefore, please **accept this letter as a formal request for a leave of absence.**

I am requesting a leave of \_\_\_\_\_ (length of leave). The leave shall begin on \_\_\_\_\_ (start date) and end on \_\_\_\_\_ (end date). I plan to return to work on \_\_\_\_\_ (date).

The reason for my requested absence is \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (e.g. medical, personal, academic, etc.).

During my absence, I will be available to assist with any work-related questions. I can be reached at the following [ ] email: \_\_\_\_\_ (email address) and / or [ ] phone number: \_\_\_\_\_ (phone number).

Please let me know if you have any questions or need further information.

Thank you very much for your consideration.

Sincerely,

\_\_\_\_\_ (name)

\_\_\_\_\_ (title)

**LAWDISTRICT**