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)*