

Leave of Absence Letter

[DATE]

Dear [RECIPIENT NAME],

Greetings!

I am writing to formally inform you that, due to personal reasons, I am requesting a leave of absence from work. As discussed earlier my reason for this leave is [REASON].

My leave of absence shall begin on [START DATE] and end on [END DATE]. I shall be back at the office on the workday after, on [DATE 1]. To ensure that my work is not delayed, I shall be finishing all my pending tasks and delegate my work to my teammates.

Should you have any work-related questions or queries, you may reach me through [YOUR PHONE NUMBER] or mail me at [YOUR EMAIL ID]. Please let me know if you have any more questions regarding my request for a leave of absence.

Regards,

[YOUR SIGNATURE]

[YOUR NAME]