

Requisition Letter For Leave

Michael Johnson

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(555) 654-3210

June 21, 2024

Ms. Sarah Thompson

Principal

Riverside High School

789 Oak Street

Riverside, CA 92501

Dear Ms. Thompson,

Subject: Request for Leave of Absence

I hope this letter finds you well. I am writing to formally request a leave of absence from my position as an English Teacher at Riverside High School. I am requesting leave for personal reasons and would like to be away from work from July 10, 2024, to July 24, 2024.

The reason for this leave is due to a family medical emergency that requires my immediate attention. I assure you that I have made arrangements to ensure that my responsibilities will be managed during my absence. Mr. David Miller has kindly agreed to cover my classes and responsibilities during this period.

I have attached the necessary documentation to support my leave request. I will also be available via email or phone should any urgent matters arise that require my attention.

I believe this leave will allow me to handle my personal matters effectively and return to my duties with renewed energy and focus. I kindly request your understanding and approval for this leave of absence.

Thank you for considering my request. I look forward to your positive response.

Yours sincerely,

Michael Johnson

English Teacher

Riverside High School

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