

Leave Letter For Personal Reason

[Your Name]

[Your Position]

[Department/Team]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Their Position]

[Department/Team]

[Company Name]

Subject: Request for Leave of Absence Due to Personal Reasons

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a leave of absence from my position as [Your Position] in the [Department/Team], due to personal reasons that require my immediate and undivided attention. After careful consideration, I have concluded that taking this leave is necessary for me to address these personal matters adequately.

I am requesting a leave starting from [Start Date] and anticipate returning to my duties by [End Date]. I understand the inconvenience that my absence may cause to the team and the ongoing projects. Therefore, I am committed to ensuring a smooth transition before my leave begins. I plan to complete all urgent tasks and provide comprehensive

handover notes for my responsibilities. Additionally, I am willing to train or brief a colleague on my duties to minimize the impact of my absence.

I am also open to suggestions for managing my workload during this period and will do my utmost to implement any arrangements that the company sees fit. My goal is to ensure that my temporary absence does not adversely affect our team's performance and productivity.

Please let me know if there are any forms or additional documentation that I need to complete as part of this request. I am also available to discuss this matter further at your earliest convenience, whether in person or via a call.

I regret any inconvenience my absence may cause and sincerely appreciate your understanding and support during this time. Thank you for considering my request. I look forward to your response.

Warm regards,

[Your Name]

[Your Position]

[Department/Team]

[Company Name]

[Email Address]

[Phone Number]