

Leave of Absence Letter



Date

Address

Dear [Manager's Name],

I am writing to request a leave of absence from work. Due to [reason for leave], I will need to take [length of leave] starting on [date].

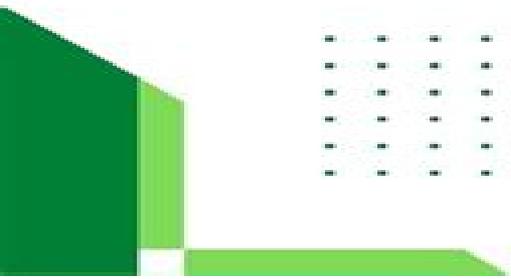
I understand that this may cause some inconvenience, and I apologize for any trouble this may cause. I will do my best to make the transition as smooth as possible, and I am happy to make arrangements to have my work covered during my absence.

I would like to request that my leave be paid, but if that is not possible, I am willing to take an unpaid leave. Please let me know what the options are and what needs to be done in order to process my request.

I will keep you informed about my progress and will be available by phone and email in case of emergency. Thank you for your understanding and support.

Sincerely, [Your Name]

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An Absence

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