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Re: Request for Leave of Absence

Dear _____,

I am writing to formally request a leave of absence from my duties as _____ at _____, effective from _____ to _____. The purpose of this leave is the following:

_____

During my absence, I will be using _____ of paid leave time given to me by the Company. I will be using _____ of FMLA leave during my absence. During this time, I will continue to communicate with the appropriate teams and supervisors and/or provide updates about ongoing projects if necessary.

I have attached any necessary documentation to support my request, including the following forms:

_____

I am committed to providing any additional information or documentation that may be required to process my request promptly.

I understand that my absence may temporarily impact the workflow and operations of

the Company, and I am willing to work together to ensure a smooth transition and minimal disruption. I assure you that I will make every effort to complete any pending tasks or delegate them appropriately before my departure.

Thank you for considering my request. I value my role at _____ and look forward to returning to work as soon as possible.

Sincerely,

_____, _____