

To Whom It May Concern,

I am writing to formally request a leave of absence for personal reasons. I have planned for this leave to commence on 2024-01-01 and conclude on [End Date], encompassing a total duration of [Total Days] days.

The reason for this leave is [Reason for Leave], which requires my full attention during this period. I understand the impact my absence may have on the team and department operations, and thus, I have taken the necessary steps to mitigate any potential disruptions. I have prepared a detailed handover document and discussed my current projects with [Colleague's Name], who has kindly agreed to oversee my responsibilities during my absence. Furthermore, I have ensured that all my tasks are up to date, and I am committed to making the transition as smooth as possible.

I am hoping for your understanding and support regarding this matter and kindly request your approval for my leave application. Should you need to discuss this further, please feel free to contact me via email at [Your Email] or phone at [Your Phone Number]. I am willing to provide any additional information required and assist in any way possible to ensure a seamless transition.

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

Sincerely,
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