

Office Leave Due to Personal Reasons

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Supervisor's Name]

[Supervisor's Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Supervisor's Name],

I am writing to formally request a leave of absence from work due to pressing family issues that require my immediate attention and presence.

Unfortunately, my family is currently facing a difficult situation that demands my support and involvement. I deeply regret any disruption this may cause to my work responsibilities and the team's workflow. I understand the importance of my role at [Company Name], and I am committed to ensuring that my work responsibilities are handled during my absence. I will collaborate with my colleagues to provide any necessary information, training, or assistance to help maintain the workflow and ensure a smooth transition during my temporary absence.

I kindly request a leave starting from [Start Date] and anticipate returning on or around [Expected Return Date]. However, the duration of my absence may be subject to change based on the evolving circumstances, and I will keep you informed of any updates.

I apologize for any inconvenience my absence may cause and appreciate your understanding and support during this challenging time. Please let me know if there are any procedures or documentation required for processing this leave request.

Thank you for your understanding, and I look forward to resuming my duties as soon as possible.

Sincerely,

[Your Handwritten Signature (if printed)]

[Your Typed Name]