

Request for Unpaid Leave of Absence

[Your Name]

[Your Employee ID, if applicable]

[Your Department]

[Company/Organization Name]

[Company/Organization Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Human Resources Department]

[Company/Organization Name]

[Company/Organization Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an unpaid leave of absence from my position as [Your Position/Title] at [Company/Organization Name]. I have considered this decision carefully and believe that this temporary absence is necessary to address personal matters that require my immediate attention.

The reason for my leave of absence is [Specify the reason for the leave, such as family responsibilities, personal health issues, educational pursuits, etc.]. I anticipate that the duration of my leave will be from [Start Date] to [End Date], with a total duration of [Number of Weeks/Months].

I understand the importance of adhering to [Company/Organization Name]'s policies and procedures regarding leaves of absence and have familiarized myself with the relevant guidelines.

I am aware that an unpaid leave of absence may impact my compensation and benefits, and I am prepared to discuss any necessary arrangements or implications with the HR department.

I kindly request that you consider my request for an unpaid leave of absence and, if possible, provide the necessary approvals and guidance required to formalize this arrangement. I understand that there may be specific forms or documentation to complete, and I am committed to fulfilling these requirements promptly.

Thank you for your understanding and support during this time. I value my role at [Company/Organization Name] and am dedicated to ensuring a seamless transition during my absence.

Sincerely,

[Your Name]