

LEAVE OF ABSENCE LETTER

George Jenkins
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October 10, 20XX

Ms. Janice Smith
Supervisor
ABC Company
9876 Industry Avenue
Pocatello, ID 83201

Dear Ms. Smith:

I would like to request a thirty-day leave of absence for personal reasons. If possible, I would like to leave work on November 1 20XX and return on December 1 20XX.

If approved, I will be traveling during this time period, but I would be glad to assist with any questions via email or phone.

Thank you very much for your consideration.

Sincerely,

[Signature]

George Jenkins
(000) 123-1234
gjenkins@email.com