

Here is a template, totally free of charge!

However, **we don't recommend using it.**

Like all free templates on the internet, it hasn't been adapted to your specific needs.

Visit our website to easily create a [fully personalized document](#) for a low one-time fee.

Our lawyers work hard to keep everything updated and accurate.

You get all of the benefits of a lawyer at a fraction of the cost.

\_\_\_\_\_, \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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,

\_\_\_\_\_, \_\_\_\_\_