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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 minimal disruption. I assure you that I will make every effort to complete any tasks or delegate them appropriately before my departure.	
Thank you for considering my request. I value my role at and look returning to work as soon as possible.	forward to
Sincerely,	