EMPLOYEE LEAVE OF ABSENCE LETTER

**Date**: [MM/DD/YYYY]

**Recipient Name**: [RECIPIENT NAME]

**Company Name**: [COMPANY NAME]

**Company** **Address**: [COMPANY ADDRESS]

Dear [ ]  Mr. [ ]  Mrs. [RECIPIENT NAME],

I am writing to formally inform you that I will need to be absent from work for a period of time. Therefore, please accept this letter as a formal request for a leave of absence.

I am requesting a leave of [LEAVE DURATION]. The leave shall begin on [MM/DD/YYYY]and end on [MM/DD/YYYY].I plan to return to work on [MM/DD/YYYY].

The reason for my requested absence is:

[LEAVE REASON]

During my absence, I will be available to assist with any work-related questions. I can be reached at the following [ ]  email: [EMPLOYEE EMAIL] and/or [ ]  phone number: [EMPLOYEE PHONE].

Please let me know if you have any questions or need further information. Thank you very much for your consideration.

Sincerely,

**Employee Signature**: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Print Name: [EMPLOYEE NAME] Title: [EMPLOYEE TITLE]