

# EMPLOYEE LEAVE OF ABSENCE LETTER

Date: \_\_\_\_\_

Recipient Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Dear ☐ Mr. ☐ Mrs. \_\_\_\_\_,

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 \_\_\_\_\_. The leave shall begin on \_\_\_\_\_ and end on \_\_\_\_\_. I plan to return to work on \_\_\_\_\_.

The reason for my requested absence is:

During my absence, I will be available to assist with any work-related questions. I can be reached at the following ☐ email: \_\_\_\_\_ and/or ☐ phone number: \_\_\_\_\_.

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: \_\_\_\_\_ Title: \_\_\_\_\_