

## **LEAVE REQUEST**

Dear (Your employer's name),

As we discussed yesterday, I would like to request a formal leave of absence from my job. I plan to be away from \_\_\_\_\_ to \_\_\_\_\_, returning to work on \_\_\_\_\_.

If approved, I would be glad to help with a plan to cover my workload in my absence. I would also be available to answer questions and provide assistance while I am away.

Please let me know whether you require any additional information. Thank you very much for your consideration of my request.

Best,

(Your name)