**LEAVE OF ABSENCE LETTER**

**[Name]**

**[Address]**

**[Email address]**

**[Phone number]**

August 1, 20XX

**[Supervisor’s Name]**

**[Title]**

**[Organization]**

**[Address]**

**Subject:** Personal leave of absence

Hi Helen,

As we discussed earlier today, I am writing to confirm my leave of absence from Sept. 1 to Sept. 30. I appreciate you allowing me this personal time to be with my family. Please let me know what I can do to help with the transition before I leave, or if I should take any steps to make my leave official.

Thanks again,

**[Signature]**

Jaime Martin

**[Address]**

**[Email address]**

**[Phone number]**