**LEAVE OF ABSENCE LETTER**

George Jenkins

1245 James Avenue

Pocatello, ID 83201

(000) 123-1234

gjenkins@email.com

October 10, 20XX

Ms. Janice Smith

Supervisor

ABC Company

9876 Industry Avenue

Pocatello, ID 83201

Dear Ms. Smith:

I would like to request a thirty-day leave of absence for personal reasons. If possible, I would like to leave work on November 1 20XX and return on December 1 20XX.

If approved, I will be traveling during this time period, but I would be glad to assist with any questions via email or phone.

Thank you very much for your consideration.

Sincerely,

**[Signature]**

George Jenkins

(000) 123-1234

gjenkins@email.com