**LEAVE OF ABSENCE LETTER**

**[Name]**

**[Address]**

**[Email address]**

**[Phone number]**

**[Date]**

**[Supervisor’s Name]**

**[Title]**

**[Organization]**

**[Address]**

**[City, State Zip Code]**

**Subject:** Leave of Absence - John Dooley

Dear Jennifer,

As we discussed yesterday, I would like to request a formal leave of absence from my job for family reasons. I plan to be away from November 2, 20XX to December 30, 20XX, returning to work on January 3, 20XX.

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 on leave.

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

Best,

John  
**[Email address]**

**[Phone number]**