**LEAVE OF ABSENCE LETTER**

**[Your Name]**

**[Your Address]**

**[Your Phone Number]**

**[Other Relevant Contact Information]**

December 8, 20XX

**[Your Supervisor’s Name]**

**[Company or Organization]**

**[Company or Organization Address]**

**Dear [Supervisor’s name],**

This is a formal written request notifying of my intention to take a two-week leave of absence for personal reasons. As discussed in our meeting yesterday, I hope to take this leave from **[start date]** through **[return date]** if this is still a timeframe that works for you.

I will be able to return to work on **[return date].**

Please let me know if I can be of any assistance in making preparations for my absence. Don’t hesitate to contact me with any further questions.

Thank you for your understanding during this difficult time.

Sincerely,

**[signature]**

**[Your name]**