**LEAVE OF ABSENCE LETTER**

**[Name]**

**[Address]**

**[Email address]**

**[Phone number]**

**Subject:** [Leave of Absence – Megan Gordon]

February 19, 20XX

Dear Sharon,

I’m writing to request a formal leave of absence from work starting next month due to a recent family emergency. I plan to take this leave from March 8, 20XX through April 2, 20XX.

I plan to return to work on April 5, 20XX. As discussed, this is a tentative date based on my current family circumstances. I will update you with adequate notice if I need to create a plan for returning to work at a later date.

In preparation for my leave, I am willing to train my colleagues to complete projects in my absence and communicate with my clients. During my leave, I will be available periodically to answer urgent questions through email or cell phone.

Thank you for your assistance in this process and your consideration.

Regards,

**[Signature]**

Megan Gordon

(618)-219-8705

Megan.H.Gordon@gmail.com