**LEAVE OF ABSENCE LETTER**

**[Your Name]**

**[Your City, Postcode]**

**[Your Phone Number]  
[Your Email address]**

**[Date]**

**[Supervisor’s Name]**

**[Title]**

**[Organization]**

**[Address]**

**[City, Postcode]**

**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. I plan to be away from July 1, 20XX, to December 31, 20XX, returning to work on January 1, 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 away.

Please let me know whether you require any additional information.

Thank you very much for your consideration of my request.

Best,

John  
**[Your Phone Number]  
[Your Email address]**