**LEAVE OF ABSENCE LETTER**

**[Your Name]**

**[Your City, Postcode]**

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

**[Date]**

**[Supervisor’s Name]**

**[Title]**

**[Organization]**

**[Address]**

**[City, Postcode]**

Dear Recipient Name:

This letter is a formal request for my leave of absence that we discussed yesterday. As you know, I have been working continuously for over one year. During the last few months, I did not take even a day off work. Unfortunately, this has started taking a toll on my health. Since my problems are mainly stress-related, my doctor has advised me to take a family holiday for at least 10 days. If possible, I would like to leave work on dash and return dash.

Please let me know if there is anything that I can do to facilitate the transition of my work to my reliever.

Sincerely

**[Signature]**

**[Your name]**