

## LEAVE OF ABSENCE LETTER FROM WORK

[DATE]

Dear [RECIPIENT NAME]

This letter serves as my formal request for leave of absence from work for [NUMBER] days which starts from [START DATE] to [END DATE]. You may expect me back at the office next Monday.

I will ensure that all my pending tasks shall be completed before I take my leave, and other work shall be delegated to my teammates as necessary. If required, any work-related questions or queries may be directed to my email.

Thank you,

Regards,

[YOUR SIGNATURE]

[YOUR NAME]