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# Company Leave of Absence Letter

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

**To,**

[Manager's/HR's Name]  
[Designation]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

**Subject:** Request for Leave of Absence

Dear [Manager's/HR's Name],

I am writing to formally request a leave of absence from my position as [Your Job Title] at [Company Name]. I would like to request leave from [start date] to [end date] due to [briefly explain the reason, e.g., personal reasons, medical reasons, or family obligations].

I will ensure that my responsibilities are managed during my absence. [Explain any arrangements you've made, such as delegating tasks or completing pending work before your leave begins.]

I am happy to provide any required documentation, such as [a doctor's note, medical certificate, or other supporting documents], if necessary. I deeply appreciate your understanding and support in this matter.

Please let me know if you require any additional information or paperwork to process my request.

Thank you for your time and consideration.

Yours sincerely,

[Your Name]

[Your Job Title]

[Department, if applicable]