**LEAVE OF ABSENCE LETTER FOR WORK**  
  
April 16, 20XX

Ms. Janice Smith  
Supervisor  
ABC Company  
9876 Industry Avenue  
Pocatello, ID 83201

Dear Ms. Smith,

I would like to request a thirty-day leave of absence for personal reasons. If possible, I would like to leave work on May 1 and return on June 1.

If approved, I will be traveling during this time period, but I would be glad to assist with any questions via email or phone.

Thank you very much for your consideration.

Sincerely,

George Jenkins