**LEAVE OF ABSENCE LETTER FOR WORK EMAIL**

Subject: Leave of Absence Request—Michaela Fox

Dear John,

As we discussed, I am requesting a personal leave of absence from work for family reasons from January 15, 20XX through February 28, 20XX.

If approved, I will return to the office on March 1, 20XX. I’d be glad to assist with planning for covering my responsibilities when I am away.

Thank you very much for your consideration.

Best Regards,

Michaela