**LEAVE OF ABSENCE LETTER FOR WORK**

July 01, 20XX

Deborah Jones

ABC Company, Inc.

1234 E. Main St.

San Diego, CA 92101

Dear Ms. Jones,

I am submitting this request for a leave of absence to tend to important personal matters beginning next month. If possible, I would like to take my leave beginning March 15 and return to the office on April 3, 20XX.

I can make myself available intermittently to answer questions via phone or email, and am happy to do whatever is necessary to ensure a smooth transition before my leave begins.

Thank you for your consideration.

Sincerely,

Johanna Jansen