**LEAVE OF ABSENCE LETTER FOR WORK**

May 1, 20XX

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Subject: **[Leave of Absence – Megan Gordon]**

Dear Sharon,

I’m writing to request a formal leave of absence from work starting next month due to a recent family emergency. I plan to take this leave from March 8, 20XX through April 2, 20XX.

I plan to return to work on April 5, 20XX. As discussed, this is a tentative date based on my current family circumstances. I will update you with adequate notice if I need to create a plan for returning to work at a later date.

In preparation for my leave, I am willing to train my colleagues to complete projects in my absence and communicate with my clients. During my leave,

I will be available periodically to answer urgent questions through email or cell phone.

Thank you for your assistance in this process and your consideration.

Regards,  
  
Megan Gordon