**LETTER TEMPLATE  
LEAVE OF ABSENCE LETTER FOR WORK**

**[Date]**

**[Your Supervisor’s Name]  
[Company or Organization]  
[Company or Organization Address]**  
Dear **[Supervisor’s name]**,

This is a formal written request notifying of my intention to take a two-week leave of absence for personal reasons. As discussed in our meeting yesterday, I hope to take this leave from **[start date]** through **[return date]** if this is still a timeframe that works for you.

I will be able to return to work on **[return date]**. Please let me know if I can be of any assistance in making preparations for my absence. Don’t hesitate to contact me with any further questions.

Thank you for your understanding during this difficult time.

Sincerely,  
  
**[Your name]**