**How to Email a Formal Leave of Absence Request**

**Subject:**Leave of Absence - John Dooley

Dear Jennifer,

As we discussed yesterday, I would like to request a formal leave of absence from my job. I plan to be away from August 31, 2020 to October 30, 2020, returning to work on November 2, 2020.

If approved, I would be glad to help with a plan to cover my workload in my absence. I would also be available to answer questions and provide assistance while I am away.

Please let me know whether you require any additional information. Thank you very much for your consideration of my request.

Best,

John