

[Your Name]
[Your Job Title]
[Your Employee ID Number]
[Date]

[Manager's Name]
[Company Name]
[Department]

Dear [Manager's Name],

I am writing to formally request a paid leave of absence for mental health reasons. I would like to request this leave starting on [Start Date] and plan to return to work on [Return Date].

Taking this time is necessary for me to focus on my well-being so that I can return to my duties with full productivity and focus. I intend to use my accrued [Paid Time Off / Sick Leave / Personal Days] to cover this period of absence.

Before my leave begins, I will ensure that all my current tasks are up to date. I am also happy to discuss a plan for my responsibilities to be covered by other team members during my absence.

I have attached the necessary documentation from my healthcare provider as required by company policy. I would appreciate it if we could keep this matter confidential.

Thank you for your understanding and support regarding this request. I look forward to your response.

Sincerely,

[Your Signature]
[Your Printed Name]