

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

[Date]

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

Dear [Manager's Name],

I am writing to formally request an unpaid 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 [End Date].

I have discussed this with my healthcare provider, and we have determined that taking this time away from my professional duties is necessary for my long-term health and my ability to perform my role effectively in the future.

Before my leave begins, I will ensure that all my current tasks are up to date and provide a handover document for my colleagues. I am happy to discuss how my responsibilities can be managed during my absence.

I have attached [Medical Documentation / A Doctor's Note] to support this request as per company policy. I understand that this leave will be unpaid and that my return is subject to the terms of my employment contract.

Thank you for your understanding and support regarding my health and well-being. I look forward to your response.

Sincerely,

[Your Signature]
[Your Printed Name]