[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Manager's Name]
[Title]
[Company Name]

Subject: Request for Caregiver Leave of Absence

Dear [Manager's Name],

Please accept this formal request for a leave of absence from my position as [Your Job Title]. I am requesting this leave to provide necessary care for a family member who is currently experiencing a serious health condition.

I am requesting that my leave begin on [Start Date] and I expect to return to work on [End Date or Expected Return Date].

During my absence, I will ensure that all my current projects are up to date. I am happy to assist in creating a transition plan or training a colleague to handle my responsibilities while I am away. I can be reached via email at [Your Email Address] for any urgent questions regarding my hand-off tasks before my leave begins.

I have attached the required medical certification/documentation to support this request. I understand the company policies regarding leave and will comply with all necessary procedures.

Thank you for your understanding and support during this time. I look forward to your approval of this request.

Sincerely,

[Your Signature]

[Your Printed Name]