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

[Date]

[Recipient's Name]
[Recipient's Job Title]
[Company Name]
[Company Address]

Subject: Leave of Absence for Family Care

Dear [Recipient's Name],

I am writing to formally request a leave of absence from my position as [Your Job Title] starting on [Start Date].

I must take this leave because I need to provide full-time care for an immediate family member who is experiencing a serious health condition. At this time, I expect to return to work on [Return Date].

During my absence, I will ensure that all my current projects are handed over to the appropriate team members. I am happy to assist in the transition process before my departure to ensure that work continues smoothly.

I have attached the necessary medical documentation to support this request. Please let me know if there are any additional forms or procedures I need to complete regarding my leave and benefits.

Thank you for your understanding and support during this difficult time.

Sincerely,

[Your Signature]

[Your Printed Name]