[Your Name]
[Your Job Title]
[Date]

[Manager's Name]
[Company Name]

Subject: Leave of Absence - [Your Name]

Dear [Manager's Name],

I am writing to formally notify you that I will be taking a leave of absence starting on the first of next month, [Month] 1st, [Year].

I expect to be away from work until [End Date], and I plan to return to the office on [Return Date].

Before my leave begins, I will ensure that all my current tasks are completed or handed over to the appropriate team members. I will provide a detailed status report regarding my ongoing projects by the end of this month.

Please let me know if there are any specific forms or procedures I need to complete before my departure. Thank you for your support and understanding.

Sincerely,

[Your Signature]
[Your Typed Name]