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

[Date]

[Manager's Name]
[Company Name]
[Company Address]

Dear [Manager's Name],

I am writing to formally request a personal leave of absence for mental health recovery. I have been advised by my healthcare provider that taking a period of time away from work is necessary for my health and long-term wellbeing.

I am requesting this leave to begin on [Start Date] and I anticipate my return to work on [End Date/Return Date].

During my absence, I will ensure that my current projects and responsibilities are handed over to the appropriate team members. I am happy to discuss a transition plan before my departure to ensure a smooth process for the department.

I have attached [Medical Documentation/Note from Health Provider] as required by company policy. I intend to use my [Sick Leave/PTO/Unpaid Leave] during this period.

Thank you for your understanding and support regarding this matter. I look forward to returning to the team refreshed and ready to contribute fully.

Sincerely,

[Your Signature]

[Your Printed Name]