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

[Manager's 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].

Recently, I have been dealing with personal health challenges that require my full attention so that I can return to my duties with the focus and productivity required for my role. I have consulted with my healthcare provider, and we agree that taking this time away from work is the best course of action for my recovery.

During my absence, I am committed to ensuring a smooth transition. I will complete [List specific tasks] before my departure and will provide a status update on all ongoing projects to [Colleague's Name].

I understand that this leave is unpaid. I value my position at [Company Name] and look forward to returning to the team once I have recovered. I am happy to provide medical documentation if required by HR policy.

Thank you for your understanding and support regarding this matter.

Sincerely,

[Your Signature]
[Your Printed Name]