[Your Name]
[Your Job Title]
[Employee ID Number]

[Date]

[Manager's Name]
[Company Name]
[Department]

Subject: Request for Career Break (Unpaid Leave)

Dear [Manager's Name],

I am writing to formally request a career break from my position as [Your Job Title]. I would like to request unpaid leave starting on [Start Date] and ending on [End Date], with a planned return to work on [Return Date].

The purpose of this career break is to [briefly state reason, e.g., pursue further education / travel / focus on personal development]. I believe this time away will allow me to return to the company with renewed energy and improved skills.

Before my departure, I am committed to ensuring a smooth transition of my current responsibilities. I am happy to assist in training a temporary replacement or documenting my workflows to support the team during my absence.

I value my position within [Company Name] and hope that you will consider my request favorably. I look forward to discussing this with you in person.

Sincerely,

[Your Signature]

[Your Printed Name]