

[Your Name]
[Your Employee ID]
[Your Phone Number]
[Your Email]

[Date]

[Manager's Name or HR Representative Name]
[Company Name]
[Department]

Subject: Request for Leave of Absence - Confidential

Dear [Name],

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

This request is made in accordance with [State Law or Company Policy Name] regarding leave for victims of domestic violence, sexual assault, or stalking. I am taking this time to address matters related to my safety and well-being, which may include:

- Seeking medical attention or psychological counseling.
- Obtaining services from a victim services organization.
- Relocating or taking steps to increase safety.
- Seeking legal assistance or attending court proceedings.

I wish to keep this matter strictly confidential. I have attached the required documentation as permitted by law to support this request.

During my absence, I can be reached at [Phone Number/Email] for urgent matters, or you may contact [Emergency Contact Name] if I am unavailable. I will do my best to ensure a smooth transition of my current tasks before my leave begins.

Thank you for your understanding and support regarding this sensitive matter.

Sincerely,

[Your Signature]

[Your Printed Name]