**LEAVE OF ABSENCE LETTER FOR FAMILY REASONS**

[DATE]

Dear[RECIPIENT NAME],

Greetings!

I am writing to formally inform you of my request for a leave of absence due to family reasons as discussed earlier. My leave shall begin on [START DATE] and ends on [END DATE]. I will be returning to work on [DATE 1].

To keep my department running smoothly, I shall make sure to finish all my pending tasks and distribute my workload to my teammates accordingly.

Please let me know if you have any more questions or clarifications regarding my requested leave of absence. You can reach me through [YOUR PHONE NUMBER] or mail me at [YOUR EMAIL ID]

Regards,

[YOUR SIGNATURE]

[YOUR NAME]