Your name

Your address

Your city, country, post code,

Your phone number

Your email address

Date

Name

Company address

City, Country, Post code

*Dear Mr/Mrs Last name,*

*I would like to request a one-week leave of absence for personal reasons. If possible, I would like to leave work on July 1 and return on July 7.*

*If approved, I will be traveling during this time period, but I would be glad to assist with any questions via email or phone.*

*Thank you very much for your consideration.*

*Sincerely,*

*Handwritten signature*

*Name*