**Letter of Leave of Absence Sample**

Hall News Inc.

1415 Haul Road

Minneapolis, MN 55401

Dear Hall News Inc.,

I wish to request a leave of absence for 30 days. I plan on leaving June 1st, 2009 and returning June 30th, 2009.

The reason for my requested absence is personal. I have been working very hard for the past few years, and I just need some time to relax and get myself back into shape. If I don’t get this leave of absence, I don’t know how long I will be able to continue working in the capacity that I have been.

Thank you for your consideration. If you have any questions or issues, don’t hesitate to contact me at 523-342-5434.

Terrence K. Alvarado