

Leave Of Absence Letter Format

Vernon C. Legler

1615 Wilkinson Court
North Naples, FL 33963

25th June 2009

To

Ryan Heintz

General Manager,

Realtek Solutions,

United States

Dear Mr. Heintz,

I am writing this letter to inform you that I am in need of leave of absence from office for three days starting from 26th June 2009. Since, I have a personal problem to be solved with my family, I am unable to mention the exact reason for my absence from office.

I have transferred the work that I was dealing at the moment to Clara Samuel and she was already in my team and she can handle that well. I am available via phone anytime.

I kindly request you to grant me leave on the above mentioned days and help me to solve my family issues.

Thanking You,

Yours Sincerely,

Vernon C. Legler