

Dear Ms. Emergo,

I am submitting this request for a leave of absence to tend to important personal matters at the end of next month. If possible, I would like to take my leave beginning March 25 and return to the office on April 5, 20XX.

I can make myself available intermittently to answer questions via phone or email, and am happy to do whatever necessary to ensure a smooth transition before my leave begins.

Thank you for your consideration.

Sincerely,

Johanna Malone

Phone: (555) 777-4567

Email: johanna.malone@logisticsone.com



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