

**[Your Name]**

[Your address]

example@cvmaker.uk

**[Employer Name]**

[Manager's Name]

[Employer address],

[Your address], 23 April 2026

Subject: Request for unpaid leave

Dear [Manager's name],

I am writing to request unpaid leave from [start date] to [end date] due to [brief reason]. I appreciate your consideration and understand the need to plan around business requirements.

I will ensure my responsibilities are managed during this period and can assist with completing key tasks in advance, particularly [add upcoming deadlines or projects]. I am also happy to coordinate a handover and support [colleague's name] or the wider team to minimise disruption.

If helpful, I can be flexible with the timing of my leave, for example, taking time off after current projects are completed or adjusting dates to suit team availability.

Thank you for considering my request. I look forward to your response.

Yours sincerely,

[Your name]