



LEAVE OF ABSENCE LETTER

January 18, 2055

Ruth Jacobs

Human Resource Manager

[Your Company Name]

Dear Ms. Jacobs,

I hope this letter finds you well. I am writing to formally request a leave of absence from **January 21, 2055, to January 30, 2055**, due to personal reasons.

During my absence, I have made arrangements to ensure that my responsibilities will be handled efficiently. I have tasked my colleague Marissa Rivera to take over the current projects and tasks for me.

I assure you that I am committed to returning to work on January 31, 2055, fully prepared to resume my duties and contribute to the team's goals. You can reach me during my leave at the contact information provided above if there is any urgent matter that requires my attention.

Thank you for your understanding and consideration of my request. I appreciate the support and flexibility that **[Your Company Name]** has shown its employees in the past, and I look forward to continuing to be a valuable asset to the team upon my return.

Sincerely,

Signature

[Your Name]

Software Engineer

[Your Company Email]

Country Club Leave Of Absence

**Missouri. Office of the Secretary of
State**



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Rock Island Employes' Magazine ,1929 *Army, Navy, Air Force Journal and Register* ,1924 *Railwayman* ,1920
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