

Personal Letter of Recommendation

[NAME OF SUPERVISOR]
[JOB TITLE]
[NAME OF COMPANY]
[COMPANY ADDRESS]
[CITY, STATE]

[DATE]
Dear [NAME OF SUPERVISOR],
Greetings!

I am writing to formally inform you that, due to personal reasons, I am requesting a leave of absence from work. As agreed during our meeting yesterday, I shall be actively taking some personal time to improve my physical and mental health. My leave of absence shall begin on [START DATE] and end on [END DATE]. I shall be back at the office on the workday after, on [EXPECTED DATE OF RETURN].

To ensure that my work is not delayed, I shall be finishing all my pending tasks and delegate my work for the next few months to my teammates. Should you have any work-related questions or queries, you may reach me through my mobile phone or email address.

Please let me know if you have any more questions regarding my request for a leave of absence.

Sincerely,

[NAME OF SENDER]
[POSITION]
[CONTACT DETAILS]

Personal Reference Letter Sample

Shasha Hu



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