

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

Mary Ann Hallenborg



Personal Reference Letter Sample:

Whispering the Secrets of Language: An Psychological Quest through **Personal Reference Letter Sample**

In a digitally-driven world where screens reign great and instant conversation drowns out the subtleties of language, the profound techniques and mental nuances hidden within words frequently get unheard. Yet, nestled within the pages of **Personal Reference Letter Sample** a captivating literary treasure sporting with fresh feelings, lies a fantastic quest waiting to be undertaken. Composed by a skilled wordsmith, this wonderful opus attracts viewers on an introspective journey, delicately unraveling the veiled truths and profound influence resonating within ab muscles fabric of each word. Within the mental depths of this emotional evaluation, we shall embark upon a sincere exploration of the book is core themes, dissect its interesting publishing fashion, and succumb to the effective resonance it evokes strong within the recesses of readers hearts.

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