

# 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

**B Lingard**



## **Personal Reference Letter Sample:**

## Enjoying the Beat of Term: An Mental Symphony within **Personal Reference Letter Sample**

In a global taken by screens and the ceaseless chatter of instantaneous transmission, the melodic beauty and mental symphony produced by the written term often fade in to the back ground, eclipsed by the persistent noise and disturbances that permeate our lives. Nevertheless, situated within the pages of **Personal Reference Letter Sample** an enchanting fictional prize overflowing with fresh feelings, lies an immersive symphony waiting to be embraced. Constructed by a masterful composer of language, that fascinating masterpiece conducts viewers on an emotional trip, well unraveling the concealed songs and profound influence resonating within each carefully crafted phrase. Within the depths of this moving assessment, we will discover the book is key harmonies, analyze its enthralling writing model, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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