

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



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Personal Reference Letter Sample:

How to Write a Great Reference Letter , How to Write Reference Letters Dianna Booher,2012-01-31 From time to time your friends relatives and business associates will need you to write character references letters of recommendation introductions to business colleagues reference letters to college admission boards and committees and nominations for awards Writing that letter or email puts your friend family member or colleague in the limelight and banks a favor for your own future So don't let that task of writing a great reference letter or email keep you from helping someone who can benefit greatly from your generous support Let us help you with guidelines alternate phrases and apology templates ready to personalize Make the reference letter writing process fast and easy with this professionally written package of ready to go recommendation and reference letters for friends or business associates You'll find letters and emails for these special situations Types of Reference Letters and Emails and Recommendation Letters and Notes Supplying References for Students Supplying References for Graduate School Supplying References for Employees Suitable Supplying References for Employees Unsuitable Supplying Character References for Friends Introducing Relative to Potential Employer Nominating Candidate for Award Recognition Recommending Guest Speaker Recommending Tenure Requesting Job References Requesting Personal Character References Declining to Supply Character Reference Declining to Supply Job References Declining to Make an Introduction How to Use These Example Reference Letters and Email Package You have two choices 1 Download the PDF package and select the sample thank you letter you need Then copy and paste it into Microsoft Word or any other word processor Send it out 2 Read samples to get the flavor of what the thank you letter or note should say Then pick and choose sentences you like to use in composing your own thank you letter or note Total Number of Letters and Emails 35 Total Number of Situations Topics 20 If you need a reference letter quickly to do a favor for a friend or business associate and you want to get the words just right without wasting valuable time we can help you Award winning author of 49 books published by Simon and Schuster Pocket Books Random House Ballantine McGraw Hill Wiley Warner and Thomas Nelson Dianna Booher provides just the right words with these ready to go business reference samples and character reference letters [Download PDF](#) 2021-08-01 **How to Write It, Third Edition** Sandra E. Lamb,2011-08-30 Write personal and professional communications with clarity confidence and style How to Write It is the essential resource for eloquent personal and professional self expression Award winning journalist Sandra E Lamb transforms even reluctant scribblers into articulate wordsmiths by providing compelling examples of nearly every type and form of written communication Completely updated and expanded the new third edition offers hundreds of handy word phrase and sentence lists precisely crafted sample paragraphs and professionally designed document layouts How to Write It is a must own for students teachers authors journalists bloggers managers and anyone who doesn't have time to wade through a massive style guide but needs a friendly desk reference **Writing Recommendation Letters** Mohammed Albakry,Clint

Bryan,2024-01-30 The first book length guide to academic recommendation letters supported by real world examples

How to Write the Perfect Personal Statement Mark Alan Stewart,2009-07-30 This guide demystifies critical aspects of the admissions process for graduate and professional schools by providing insight into how to write personal statements whom to approach for letters of recommendation and how to make the best impression at the interview **Cherry Blossom**

Baseball Jennifer Maruno,2015-12-05 After her family is forced to move by Canada s racist wartime policies Michiko is the only Japanese kid at school One nice thing is that she s a hit at the local baseball tryouts There s just one problem everyone thinks she s a boy What is she to do when they find her out do as she s told and quit or pitch like never before

Zookeeping Mark D. Irwin,John B. Stoner,Aaron M. Cobaugh,2013-12-09 As species extinction environmental protection animal rights and workplace safety issues come to the fore zoos and aquariums need keepers who have the technical expertise and scientific knowledge to keep animals healthy educate the public and create regional national and global conservation and management communities This textbook offers a comprehensive and practical overview of the profession geared toward new animal keepers and anyone who needs a foundational account of the topics most important to the day to day care of zoo and aquarium animals The three editors all experienced in zoo animal care and management have put together a cohesive and broad ranging book that tackles each of its subjects carefully and thoroughly The contributions cover professional zookeeping evolution of zoos workplace safety animal management taxon specific animal husbandry animal behavior veterinary care public education and outreach and conservation science Using the newest techniques and research gathered from around the world Zookeeping is a progressive textbook that seeks to promote consistency and the highest standards within global zoo and aquarium operations **Great Personal Letters for Busy People: 501 Ready-to-Use**

Letters for Every Occasion Dianna Booher,2005-12-16 Write the right letter or email fast with this handy reference guide Since 1997 Dianna Booher s Great Personal Letters for Busy People has been the go to reference for anyone who is just too busy to sit down and write The completely revised edition of this successful book updates all the letters and notes making them ready to use for any business personal or social situation Corpus Linguistics Beyond the Word Eileen

Fitzpatrick,2007 This volume will be of particular interest to readers interested in expanding the applications of corpus linguistics techniques through new tools and approaches The text includes selected papers from the Fifth North American Symposium hosted by the Linguistics Department at Montclair State University in Montclair New Jersey in May 2004 The symposium papers represented several areas of corpus studies including language development syntactic analysis pragmatics and discourse language change register variation corpus creation and annotation and practical applications of corpus work primarily in language teaching but also in medical training and machine translation A common thread through most of the papers was the use of corpora to study domains longer than the word Not surprisingly fully half of the papers deal with the computational tools and linguistic strategies needed to search for and analyze these longer spans of language

while most of the remaining papers examine particular syntactic and rhetorical properties of one or more corpora

Consumption Estimates Showing Production, Imports, Exports, and Amounts Available for Consumption of Various Articles in the United States by Years Specified United States. Bureau of Foreign and Domestic

Commerce,1919 **Training for Foreign Trade** Roy Samuel MacElwee,Frederick George Nichols,1919

Miscellaneous Series ,1919 Miscellaneous Series ... United States. Bureau of Foreign and Domestic
Commerce,1919 **How to Write it** Sandra E. Lamb,2006 Provides examples and advice on writing announcements

condolences invitations cover letters resumes recommendations memos proposals reports collection letters direct mail press releases and e mail *How to Write Business Letters* Walter Kay Smart,1916 *Building Blocks of Writing Skills* Robert Iki Leso,2012-09 Building Blocks of Writing Skills has been purposely written to meet the writing skills need for the Schools in Papua New Guinea It is designed to be user friendly and simplified to meet the teaching and learning needs of the students and teachers in the classroom This book is a rich material for students and teachers who wish to prepare for National Written Expression Examinations that is organized annually across the country In five well written chapters the author swiftly takes the student how to write good narrative descriptive expository argumentative papers and letter writing Each chapter is carefully blended with a step by step direction on how a student should prepare and present a well constructed paper Indeed the author has systematically arranged this book in order for the students to easily define recall and display the different types of writings It is equipped with useful handy and practical activities to test the students knowledge and skills in writing In all it is a well written book for students who need it Without a doubt this book is not only about helping the students to write clearly and logically to present their narrative descriptive expository argumentative accounts and letter writing but also to develop the knowledge and skill levels of the students to become better person in the future Those who begin to use this book will acclaim it as a gift from someone who has seen the need for good writing and has given some thoughts and time to come up with this resourceful book This is a must book for both students and teachers who have the drive to master the skills of writing and become better at it The Informal Advisory Letters and Memoranda and Formal Opinions of the United States Office of Government Ethics United States. Office of Government Ethics, **The Parliamentary Debates (official Report)**. Great Britain. Parliament. House of Commons,1909 Contains the 4th session of the 28th Parliament through the 1st session of the 48th Parliament *Real Estate Finance and Investment Manual* Jack Cummings,2010-12-21 Updated and revised to include ten years of new developments in real estate investment Real Estate Finance and Investment Manual Ninth Edition is the definitive guide to financing for all real estate investors Understand all the financing options learn how to choose an appropriate strategy read about insider techniques and get hands on experience with case studies and helpful checklists

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