Date:

Name of the employer.  
Name of the department:  
Company’s name.

**Subject: Request for leave**

Respected Sir,

I am Mr. ABC working as a senior manager in the finance department. As you know, the last few days have been very hectic for everyone working in the finance department. Being a senior manager, I was having an immense workload that has badly stressed me out.

Now, I am unable to focus on my work and I feel that I would not be able to come back to work with the same energy unless I get some time off and relax. Therefore, I am writing this letter to humbly request you to allow me to take a break from work.

I have already reached my goals for this week, and nothing is pending on my side. In addition to it, I will be available on the phone if there is something very urgent to discuss with me.

I hope that you will understand my situation. I am looking forward to a kind reply from your side.

Sincerely,

Name of the employee  
Employee ID  
Department name:

Signatures