Michael Black

13, Victoria Apartments

New Jersey

23rd October, 2007.

To,

Mr. Rupert Wolfe

Manager

XYZ Company

New York

Ref: Leave of Absence

Dear Mr. Wolfe,

I wish to take a leave of absence for a period of one week starting from 25thOctober to 1st November as I have to take care of my wife who is undergoing a major surgery.

The projects I am working on now are almost in the completion stage and my team members are quite capable of meeting with the deadlines.  I have briefed Jane Martin who will be supervising the project in my absence.

My contact numbers and email id are accessible to all the team members as well as the HR department.  They can easily get in touch with me if need be, and I can always help out in any which way I can.

I request you to kindly grant me leave of absence for the aforesaid period.

Thanking You,

Sincerely,

Michael Black