

Dear Director of Human Resources,

My name is \_\_\_\_\_. I am a \_\_\_\_\_ at \_\_\_\_\_. I am writing to formally  
*(Name)* *(Position Title)* *(Location)*  
request FMLA leave. I will be taking FMLA starting on \_\_\_\_\_. I will be using \_\_\_\_ sick days and  
*(Tentative leave start date)* *(#sick days)*  
\_\_\_\_\_ personal days to be paid for my leave. I will tentatively return to my position on \_\_\_\_\_.  
*(#personal days)* *(Tentative leave return date)*

Thank you,

\_\_\_\_\_  
*(Signature)*

cc: (send copy of this letter to your Principal/Supervisor)

**\*Please note that you are only allowed to use up to 3 accrued sick days to be paid for FMLA when you take it to care for a family member.**