

Arrowhead Economic Opportunity Agency
Scott Zahorik, Executive Director
702 3rd Avenue South
Virginia, MN 55792

Dear Mr. Zahorik:

I am requesting:

Unpaid Leave

Paid Leave

I plan on returning to work on _____.

The reason for my request is _____

If the request is for a medical reason, please attached a medical excuse from your healthcare provider.

Thank you for your consideration of this request.

Respectfully submitted,

Signature

Date

Printed Name

Employee #

Department