

Medical Leave Notification

Date: [Insert Date]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally inform you that I require medical leave due to a chronic illness. After consulting with my healthcare provider, it has been advised that I take time off to focus on my health and recovery.

My anticipated leave start date is [Insert Start Date], and I expect to return by [Insert Expected Return Date]. I will keep you updated should my situation change.

During my absence, I will ensure that all my responsibilities are delegated and that my colleagues are briefed on any pending tasks. I am committed to a smooth transition and will be available via email for any urgent matters.

Thank you for your understanding and support during this time.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]