

# Medical Leave Petition

Date: [Insert Date]

To,

[Supervisor's Name]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Supervisor's Name],

I am writing to formally request medical leave due to my recent childbirth. As you may know, I have given birth to my child on [Insert Date of Birth]. In accordance with my doctor's recommendations, I will need time to recover postpartum and bond with my newborn.

I kindly request a leave starting from [Start Date] to [End Date]. I plan to return to work on [Return Date]. During my absence, I will ensure that my responsibilities are delegated appropriately to ensure minimal disruption in our team's work.

Please let me know if you require any medical documentation or further details. I appreciate your understanding and support during this time.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]

[Contact Information]