

Medical Leave Request

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to formally request medical leave due to mental health reasons. After consulting with my healthcare provider, it has been advised that I take a step back to focus on my well-being and recovery.

I kindly request a leave starting from [Start Date] to [End Date]. During this time, I will ensure that all my responsibilities are managed and transitions are handled smoothly. I am willing to assist in training a temporary replacement if needed.

Thank you for understanding my situation and supporting my health. I am hopeful that this time off will allow me to return to work rejuvenated and ready to contribute effectively.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]