

Medical Leave Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a medical leave of absence for personal health reasons. I have been advised by my physician to take time off to focus on my recovery.

I anticipate needing [insert duration of leave] and plan to return to work on [insert return date]. I will ensure that all my responsibilities are delegated appropriately during my absence.

Please let me know if you require any further information or documentation regarding my situation. Thank you for your understanding and support.

Sincerely,

[Your Name]