

Medical Leave Notification

Date: [Date]

To: [Supervisor/Manager's Name]

From: [Your Name]

Position: [Your Position]

Department: [Your Department]

Dear [Supervisor/Manager's Name],

I am writing to formally notify you that I will be taking medical leave due to [brief explanation of the medical reason, if comfortable]. My leave will commence on [start date] and is expected to conclude on [end date].

I have ensured that my current responsibilities and duties are managed during my absence, and I have briefed [Colleague's Name] on critical tasks that will need attention. I will be reachable via [your contact information] for any urgent matters.

Thank you for your understanding. I apologize for any inconvenience this may cause and appreciate your support during this time.

Sincerely,

[Your Name]

[Your Contact Information]