

Medical Leave Notice

Date: [Insert Date]

To: [Manager/Supervisor's Name]

From: [Your Name]

Subject: Medical Leave Request

Dear [Manager/Supervisor's Name],

I am writing to formally request medical leave due to a chronic illness that requires ongoing treatment and care. My healthcare provider has advised me to take time off to focus on my health and recovery.

I anticipate that I will need to be absent from work starting [Start Date] and expect to return on [Expected Return Date]. During my absence, I will ensure that my responsibilities are delegated appropriately and will communicate with my team to maintain workflow.

Please let me know if you require any medical documentation or further information regarding my situation.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]