

# Medical Leave Notification

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to formally notify you that I will be taking a leave of absence from work due to ongoing therapy. My treatment is essential for my health and well-being, and I need to prioritize my recovery during this time.

The duration of my leave will be from [Start Date] to [End Date]. I will make every effort to ensure that my responsibilities are managed in my absence and will provide updates as necessary.

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

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]