

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 due to personal health issues. My doctor has advised that I take time off to focus on my recovery. I anticipate that I will need leave starting from [start date] to [end date].

During my absence, I will ensure that all my responsibilities are delegated to my teammates, and I am happy to assist in any way to make the transition smooth. I will also keep you updated on my recovery progress and inform you of my return date as soon as I can.

Thank you for your understanding and support during this time.

Sincerely,

[Your Name]