

# Medical Leave Guidelines

Date: \_\_\_\_\_

To: \_\_\_\_\_

From: \_\_\_\_\_

Subject: Medical Leave Request

Dear [Manager's Name],

I am writing to formally request medical leave from work due to [reason for leave, e.g., illness, surgery, etc.]. My doctor has advised that I take time off to recover properly and return to work in optimal health.

According to the medical professional, I will need to be away from work starting [start date] and anticipate returning on [return date]. I will ensure all my responsibilities are managed before my leave begins and will keep in touch during my absence.

Please let me know if you require any documentation to process this request. Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]