

Request for Medical Leave

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 from [start date] to [end date] due to [brief explanation of medical condition, if comfortable].

During this time, I will ensure that my responsibilities are covered and will do my best to provide support for a smooth transition. I plan to stay in touch and will keep you updated on my recovery process.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]