

Medical Leave Request

Date: [Insert Date]

To,

[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 work due to a health issue that requires my immediate attention. My doctor has advised me to take time off to ensure a complete recovery.

As per my doctor's recommendation, I will need to take leave starting from [Start Date] to [End Date]. I have attached the doctor's note for your reference.

During my absence, I will ensure that all my responsibilities are handed over to [Colleague's Name] and I will be reachable via email for any urgent matters. I appreciate your understanding and support during this time.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]

Attached: Doctor's Note