

Medical Leave Notification

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Short-Term Medical Leave Notification

Dear [Supervisor's Name],

I am writing to formally notify you that I will be taking a short-term medical leave of absence due to [brief explanation of the medical reason, e.g., a medical procedure, illness, etc.]. My leave is expected to begin on [start date] and conclude on [end date].

During my absence, I will ensure that all my responsibilities are delegated appropriately and aim to minimize disruptions to our team. I will keep you updated on my recovery progress and my planned return date.

Thank you for your understanding and support during this time.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]