

Medical Leave Application

To,

The Manager,
[Company Name]
[Company Address]

Date: [DD/MM/YYYY]

Subject: Urgent Medical Leave Application

Dear [Manager's Name],

I am writing to formally request an urgent medical leave of absence from work due to a health issue that requires immediate attention. I have been advised by my doctor to take time off to recover adequately.

I kindly request leave starting from [Start Date] and expect to return by [Return Date]. I will ensure to complete any pending tasks and delegate my responsibilities adequately before my leave.

Thank you for your understanding and support. I have attached the medical certificate for your reference.

Yours sincerely,
[Your Name]
[Your Position]
[Your Contact Information]