

Subject: Notification of Medical Leave

Date: [Insert Date]

Dear [Manager's Name],

I am writing to inform you that I will be taking a brief medical leave due to [briefly state reason, e.g., a medical procedure, illness, etc.]. My leave will commence on [start date] and I plan to return on [return date].

I have ensured that all my responsibilities are covered during my absence, and [Colleague's Name] has kindly agreed to assist with any urgent tasks that may arise.

Thank you for your understanding. Please let me know if you require any further information.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]