

Subject: Medical Leave Notification

Dear Team,

I hope this message finds you well. I am writing to inform you that I will be taking a medical leave of absence starting from **[Start Date]** to **[End Date]**. During this time, I will be unable to attend work or respond to emails.

I have ensured that all my responsibilities are delegated to **[Colleague's Name]** in my absence, and they will be able to assist you with any urgent matters.

Thank you for your understanding and support. I look forward to returning to work and catching up with everyone soon.

Best regards,
[Your Name]
[Your Position]