

Medical Absence Notification

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 inform you that I am unable to attend work due to a medical condition. My doctor has advised me to take a leave of absence from [Start Date] to [End Date]. During this period, I will focus on my recovery and ensure that I return to work as soon as possible.

Please let me know if you require any further documentation regarding my absence, such as a medical certificate.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Contact Information]