

Request for Extended Leave

Dear [Supervisor's Name],

I am writing to formally request an extended leave of absence from [start date] to [end date] due to ongoing treatment and recovery for [briefly mention condition, if comfortable]. This time off is necessary for me to focus on my health and ensure a complete recovery.

I will ensure that all my responsibilities are managed in my absence. I am happy to assist in transitioning my duties to colleagues and will keep communication open to ensure a smooth workflow.

Thank you for your understanding and support during this time. I look forward to your approval of my leave request.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]