

Medical Leave Clarification

Date: [Insert Date]

To: [HR Manager's Name]

From: [Your Name]

Subject: Clarification on Medical Leave Procedures

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to seek clarification regarding the procedures for applying for medical leave as outlined in the company policy. I want to ensure that I adhere to the necessary protocols and submission requirements.

Specifically, I would like to confirm the following:

- The required documentation for a medical leave application.
- The advance notice period required for submitting the medical leave request.
- If there are any specific forms that need to be completed.
- The process for extending medical leave if needed.

Your guidance on these matters will be greatly appreciated, and it will help me to ensure that I follow the correct procedures. Thank you for your attention to this request, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]