

Medical Leave Request

Date: [Insert Date]

To: [Supervisor's Name]

[Company's Name]

[Company's Address]

Dear [Supervisor's Name],

I am writing to formally request medical leave due to a mental health condition that requires my immediate attention and treatment. According to my healthcare provider's recommendation, I will need to take time off work starting from [start date] to [end date].

I understand the importance of my responsibilities at [Company's Name] and assure you that I will do my best to ensure a smooth transition of my duties before my leave. I am happy to assist in coordinating coverage during my absence.

Thank you for your understanding and support during this time. I look forward to returning to work refreshed and ready to contribute effectively.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]