

Medical Leave Letter

Date: _____

To,

Manager's Name
Company's Name
Company's Address

Dear [Manager's Name],

I am writing to formally request a medical leave of absence due to a family member's illness. My [relation, e.g., father, mother, etc.] has been diagnosed with [specific illness] and requires my assistance for their care.

I would like to request leave starting from [start date] to [end date]. During this time, I will ensure that all my responsibilities are covered and will provide assistance in transitioning my ongoing projects or tasks.

I appreciate your understanding and support during this difficult time. Please let me know if you need any further information or if there are forms I need to complete.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Position]
[Your Contact Information]