

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Medical Leave Notification

Dear [Manager's Name],

I am writing to formally notify you that I will be unable to attend work due to a medical condition. My healthcare provider has advised me to take a leave of absence starting from [Start Date] to [End Date].

During this time, I will ensure that my responsibilities are handed over to [Colleague's Name] and I will do my best to provide any necessary information to facilitate a smooth transition.

Thank you for your understanding. I look forward to returning to work once I have fully recovered.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]