

Request for Extended Leave of Absence

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Extended Leave Due to Health Issues

Dear [Manager's Name],

I am writing to formally request an extended leave of absence from work due to health issues. My doctor has advised me to take time off to focus on recovery.

I would like to request leave starting from [Start Date] to [End Date]. During my absence, I will ensure all my responsibilities are handed over to [Colleague's Name] to minimize disruption.

I will keep you updated on my progress and provide any necessary documentation from my healthcare provider if required. Thank you for your understanding and support during this time.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]