

# Medical Leave Announcement

Dear [Team/Department Name],

I hope this message finds you well. I am writing to formally announce that I will be on medical leave starting from [Start Date] and I anticipate returning on [Return Date].

During my absence, please feel free to reach out to [Colleague's Name] at [Colleague's Email/Phone Number] for any urgent matters. I appreciate your understanding and support during this time.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]