

Medical Leave Request Letter

Date: [Insert Date]

To,

[Supervisor's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally request a medical leave of absence due to personal health issues. My doctor has advised me to take some time off to focus on treatment and recovery. I kindly request leave starting from [Start Date] to [End Date].

I will ensure that all my responsibilities are managed prior to my leave and will provide any necessary documentation from my healthcare provider. I am committed to keeping the team informed during my absence and will be available via email for urgent matters.

Thank you for your understanding and support during this time. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]