

Medical Leave Request for Physical Rehabilitation

Date: [Insert Date]

To: [Supervisor's Name]

Company: [Company Name]

Address: [Company Address]

Dear [Supervisor's Name],

I am writing to formally request a medical leave of absence for physical rehabilitation. My doctor has advised that I undergo [specific treatment or rehabilitation program], which will require me to be away from work from [start date] to [end date].

During this period, I am committed to ensuring a smooth transition of my responsibilities. I will also be available for any urgent matters via email or phone. I have attached the medical certificate for your reference.

Thank you for your understanding and support. I look forward to your favorable reply.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]