

Medical Leave Application

Date: [Insert Date]

To,
[Manager's Name]
[Company's Name]
[Company's Address]

Dear [Manager's Name],

I am writing to formally request a medical leave of absence due to mental health reasons. After consulting with my healthcare provider, it has been recommended that I take time off to focus on my mental well-being and recovery.

I would like to request leave starting from [Start Date] to [End Date]. During my absence, I will ensure that all my responsibilities are delegated appropriately and I am happy to assist in the transition process prior to my leave.

Thank you for your understanding and support regarding this matter. Please let me know if you need any further information or documentation.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]