

# Medical Leave Request

Date: [Insert Date]

To [Manager's Name],

I hope this message finds you well. I am writing to formally request medical leave due to postpartum recovery. As you may know, I recently welcomed my baby and require time to recuperate and adjust to my new role as a parent.

I would like to request leave starting from [Start Date] to [End Date]. During this time, I will ensure all my responsibilities are delegated and will provide any necessary training or handover to ensure a smooth transition.

Please let me know if you need any further information or documentation to process my leave request. Thank you for your understanding and support during this important time for my family.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]