

Medical Leave Notice

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Medical Leave Notice

Dear [Manager's Name],

I am writing to formally notify you that I am requesting medical leave due to a family medical emergency that requires my immediate attention. I expect to be away from work starting [Start Date] and anticipate returning on [Return Date].

I will do my best to ensure a smooth transition and will hand over my responsibilities to [Colleague's Name] during my absence. I can be reached at [Your Phone Number] or [Your Email] should you need to contact me for urgent matters.

Thank you for your understanding and support during this difficult time.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]