

# Medical Leave Statement

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally inform you that I am unable to attend work due to a contagious illness. Upon consultation with my healthcare provider, I have been advised to undergo a quarantine period to prevent the spread of the illness.

My last working day was on [Insert Last Working Day], and I will require leave until [Insert Expected Return Date]. I will ensure that I stay updated on my responsibilities and will make arrangements to cover my duties during my absence.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]