

Medical Leave Request for Chronic Condition Management

Date: [Insert Date]

To: [Supervisor's Name]

[Company's Name]

[Company's Address]

Dear [Supervisor's Name],

I am writing to formally request medical leave to manage my chronic condition. As per my physician's recommendation, I require time off to undergo treatment and ensure my health is properly monitored.

I hope to begin my leave on [Start Date] and anticipate returning to work on [End Date]; however, I will keep you updated should my situation change.

During my absence, I will ensure that my responsibilities are delegated appropriately and will provide any necessary information to assist in a smooth transition.

Thank you for considering my request. I look forward to your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]