

Medical Leave Request

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 a serious illness affecting my [relation, e.g., mother, father, etc.]. [He/She/They] has been diagnosed with [brief description of the illness], and I need to be by [his/her/their] side during this difficult time to provide care and support.

I would like to request a leave starting from [start date] to [end date]. I will ensure that all my responsibilities are handled and delegated appropriately before my leave. I am committed to keeping the team updated and will be reachable via email for any urgent matters.

Thank you for considering my request. I hope for your understanding and support in this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]