

# Medical Leave Request for Mental Health Break

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a medical leave of absence due to mental health reasons. After consulting with my healthcare provider, it has been recommended that I take some time off to focus on my mental well-being.

I would like to request leave starting from [Start Date] to [End Date]. During this time, I will ensure that my responsibilities are handed over to [Colleague's Name] and I will be available for any urgent matters via email, should the need arise.

I appreciate your understanding regarding this sensitive matter. I am committed to returning to work with renewed energy and focus. Please let me know if you require any further information or documentation.

Thank you for your support.

Sincerely,

[Your Name]