

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Manager's Name

Company's Name

Company's Address

City, State, Zip Code

Dear [Manager's Name],

I am writing to formally request a medical leave of absence due to personal health issues. My doctor has advised me to take time off to focus on my recovery, and I anticipate needing leave starting from [start date] to [end date].

I will ensure that all my responsibilities are taken care of before my leave begins and am happy to assist in transitioning my work during my absence. Please let me know if you need any further information or documentation from my healthcare provider.

Thank you for your understanding and support during this time.

Sincerely,

[Your Name]