

Medical Leave Request

To: [Manager's Name]

From: [Your Name]

Date: [Date]

Subject: Request for Medical Leave

Dear [Manager's Name],

I am writing to formally request a medical leave of absence due to urgent medical treatment that I must undergo. My healthcare provider has advised that this treatment is necessary and cannot be postponed.

I expect to be away from work starting [Start Date] and plan to return on [Return Date]. I will ensure that all my responsibilities are managed during my absence. I am more than willing to assist in transitioning my duties to ensure minimal disruption to our team's workflow.

Attached to this letter is a medical certificate from my doctor confirming the necessity of my treatment. I appreciate your understanding and support during this time.

Thank you for considering my request. Please let me know if you require any further information.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]