

# Extended Medical Leave Notification

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Extended Medical Leave Notification

Dear [Manager's Name],

I am writing to formally notify you that I will need to take an extended medical leave of absence due to [briefly explain reason, e.g., surgery, illness]. My physician has advised me that I will require time off from [start date] to [expected return date], and I will keep you updated should anything change.

I have attached the relevant medical documentation for your records. During my absence, I will ensure that my responsibilities are managed by [colleague's name] to maintain continuity of work. I will also make every effort to wrap up ongoing projects before my departure.

If you have any questions or need further information, please do not hesitate to reach out. Thank you for your understanding and support during this time.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]