

Work from home accident leave notification

Subject: Medical Leave Required - Home Accident

Hi [Manager's Name],

I need to request medical leave due to an accident that occurred at my home office yesterday. While working, I experienced [brief description] which has resulted in [injury] requiring immediate medical attention and ongoing treatment.

Since I work remotely, I want to be transparent about how this affects my ability to perform my duties. The injury impacts my ability to [specific work limitations] and my doctor has recommended [duration] of rest and treatment.

I've taken the following immediate steps:

- Documented the incident for insurance purposes
- Scheduled follow-up medical appointments
- Backed up all current work files to our shared drive
- Created status updates for all active projects

I'll be checking email periodically but may have delayed responses due to treatment appointments.

[Colleague's name] has access to my project files and can handle any urgent matters that arise.

I expect to provide a clearer timeline for my return after my appointment with the specialist on [date].

I'll keep you updated on my progress and will coordinate with the team to ensure minimal project disruption.

Thanks for your support and understanding.

Best,

[Your Name]

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