

Mental Health Crisis Leave

Subject: Urgent Leave Request - Personal Health Matter

Dear [Manager's Name],

I am writing to request immediate leave for a serious personal health matter that requires my full attention. I need to take leave starting [date] and expect to return by [date].

My doctor has advised that I need this time to focus on my health and recovery. I will provide a medical certificate as documentation.

I have informed [colleague] about pending tasks and will check emails periodically if needed.

Thank you for your understanding.

Best regards,

[Your Name]

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