

Extended leave for medical reasons email

Subject: Request for Medical Leave of Absence

Dear [Manager's Name],

I hope you are doing well. Due to recent medical circumstances, I am requesting an extended leave of absence starting from [start date] through [anticipated return date]. My doctor has advised that I take this time off to fully recover.

I will provide all necessary medical documentation as required by HR and will coordinate to ensure that my workload is transitioned effectively before my leave begins.

Thank you for your understanding and support during this challenging time.

Best regards,

[Your Full Name]

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