

Serious Letter for Medical Leave Request

Subject: Request for Medical Leave

Dear [Supervisor's Name],

I am writing to request a medical leave of absence due to [brief reason, e.g., scheduled surgery]. My physician has advised a recovery period of [duration], beginning from [start date].

I have made arrangements to delegate my duties and ensure minimal disruption to workflow. Please let me know if you require any medical certificates or documentation to process this request.

Thank you for your understanding and support during this period.

Sincerely,

[Your Name]

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