

Professional leave application for medical purposes

Subject: Leave Application for Medical Reasons

Dear [Manager's Name],

I am writing to formally request leave from [Start Date] to [End Date] due to medical reasons. My doctor has advised rest and treatment during this period.

I will ensure that all urgent tasks are delegated and will be reachable via email for any critical matters.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Position]

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