

Formal medical leave application

Subject: Medical Leave Request

Dear Principal [Name],

I am writing to formally request medical leave from my teaching duties at [School Name] due to health complications that require immediate attention and recovery time.

My physician has advised me to take medical leave for approximately [duration] starting from [date].

I have attached the medical certificate for your reference. During my absence, I understand that a substitute teacher will need to be arranged for my [grade/subject] classes.

I have prepared detailed lesson plans and teaching materials for the next [time period] to ensure minimal disruption to student learning. All necessary documents are organized and ready for the substitute teacher.

I commit to keeping you updated on my recovery progress and will provide advance notice once I am cleared to return to work. I am available via email for any urgent matters that may require my input.

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

Sincerely,

[Your Name]

[Date]

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