## **Medical Leave of Absence Letter**

Dear [HR/Manager Name],

I am requesting a medical leave of absence starting from [Start Date] to [End Date] due to [medical reason or treatment]. Attached is the necessary medical certificate as required by company policy.

I will ensure all pending tasks are delegated and will be available for urgent queries if necessary.

Thank you for your understanding.

Sincerely,

[Your Name]

Get more templates here: <a href="https://www.lettersandtemplates.com/letters/leave-of-absence-letter">https://www.lettersandtemplates.com/letters/leave-of-absence-letter</a>