

Medical leave request letter

Subject: Request for Medical Leave of Absence

Dear [Manager's Name],

I am writing to request a medical leave of absence beginning on [start date]. Due to health concerns, my physician has advised me to take time off to recover. I anticipate being able to return on [expected return date].

I can provide supporting medical documentation if required. I will also ensure a smooth transition of my responsibilities before I take leave.

Thank you for your support and understanding during this time.

Respectfully,

[Your Name]

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