

Formal Medical Leave Letter

Subject: Request for Medical Leave

Dear [Manager's Name],

I am writing to formally request medical leave from work due to health reasons. After consulting with my doctor, it has been advised that I take a break from my professional responsibilities to ensure proper treatment and recovery.

I kindly request leave starting from [start date] to [end date]. During this time, I will ensure that all pending tasks are either completed or handed over to colleagues to avoid disruption in workflow. If necessary, I will remain available via email for urgent matters.

Attached is my medical certificate as required by company policy. Please let me know if any additional documents or procedures are needed. I sincerely appreciate your understanding and support during this time.

Thank you for your consideration.

Sincerely,

[Your Full Name]

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