

Provisional Medical Leave Letter

Subject: Request for Medical Leave (Pending Duration)

Dear [Manager's Name],

I am requesting medical leave starting from [start date] due to a medical condition that requires ongoing treatment. At this moment, I am unable to provide a definite return date, as my doctor will need to monitor my progress before advising further.

I will provide regular updates and any medical documentation needed. In the meantime, I will ensure that my responsibilities are delegated appropriately. I understand the inconvenience this may cause and appreciate your patience and support.

Thank you for your consideration.

Sincerely,

[Your Full Name]

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