

Heartfelt Medical Leave Letter

Subject: Request for Extended Medical Leave

Dear [Manager's Name],

It is with a heavy heart that I request an extended medical leave starting [date]. I have recently been diagnosed with [illness/condition], and my doctor has advised immediate treatment, which requires significant time away from work.

This is a difficult period for me, but I am determined to return as soon as my health allows. I will ensure that my duties are transitioned smoothly and will provide all necessary medical documentation.

I am deeply grateful for your support and understanding during this challenging time.

With respect,

[Your Full Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/medical-leave-letter>