

Medical Leave Letter for Family Member's Care

Subject: Request for Medical Leave to Care for Family Member

Dear [Manager's Name],

I am requesting medical leave from [start date] to [end date] to care for my [relation, e.g., parent/spouse/child], who is undergoing treatment. My presence is essential during this time to support their recovery.

I will make every effort to ensure a smooth transition of my work responsibilities and will remain available by email for urgent matters. Attached is the supporting medical documentation, if required.

I appreciate your understanding and support.

Sincerely,

[Your Full Name]

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