

Official Medical Leave Letter

Subject: Medical Leave Application with Certificate

Dear [HR Manager's Name],

I am submitting this official request for medical leave from [start date] to [end date]. Attached you will find the medical certificate issued by my doctor, confirming my condition and need for rest.

I kindly request approval for my absence, and I will ensure that my tasks are managed before my leave begins. Please let me know if any additional documentation is required by company policy.

Thank you for your attention to this matter.

Respectfully,

[Your Full Name]

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