

Professional medical leave request letter template

Subject: Request for Medical Leave

Dear [Manager's Name],

I am writing to formally request medical leave from [Start Date] to [End Date] due to a medical condition that requires treatment and rest. I have attached the medical certificate from my doctor for your reference.

I will ensure that all my ongoing tasks are handed over appropriately to [Colleague's Name] to maintain workflow during my absence. Please let me know if any further documentation is required.

Thank you for your understanding.

Sincerely,

[Your Name]

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