## **Extended medical leave request letter template**

Subject: Request for Extended Medical Leave

Dear [Manager's Name],

I am writing to request an extended medical leave from [Start Date] to [End Date] following a recent health condition. I have attached the medical certificate and treatment plan from my physician.

During my absence, I will remain available for urgent queries and have delegated ongoing responsibilities to [Colleague's Name]. I sincerely appreciate your support and understanding.

[Your Name]

Thank you,

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