

Preliminary Medical Termination Letter

Subject: Preliminary Medical Termination Notification

Dear [Recipient Name],

I am writing to notify you of my intention to request a medical termination from my position. This is a preliminary notice while I gather the necessary medical documents and consult with my healthcare provider.

I aim to ensure a smooth process and minimal disruption to the team. I will provide a formal request with all supporting documents shortly.

Thank you for your understanding.

Sincerely,

[Your Name]

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