

Medical Leave Authorization Request

Subject: Medical Leave Request - [Your Name]

Dear [HR Manager/Supervisor],

I hope this message finds you well. I am writing to formally request medical leave from my position as [job title] due to [general health condition - avoid specific details].

My healthcare provider has advised a period of rest and recovery lasting approximately [duration]. I have attached the medical certificate confirming the necessity of this leave period.

During my absence, I have arranged for [colleague's name] to handle my immediate responsibilities and have prepared detailed handover notes for all ongoing projects. I will ensure a smooth transition before my leave begins on [start date].

I understand the challenges my absence may create for the team and sincerely apologize for any inconvenience. I am committed to making this transition as seamless as possible and am available for any urgent clarifications via email during the first week of my leave.

I anticipate returning to work on [expected return date] and will provide regular updates on my recovery progress as appropriate. Please let me know if you need any additional documentation or if there are specific procedures I should follow.

Thank you for your understanding and support during this challenging time.

Warm regards,

[Your Name]

[Employee ID]

[Department]

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