

Extended Medical Leave Request

Subject: Request for Extended Medical Leave

Dear [HR Manager/Supervisor Name],

I am writing to formally request an extended medical leave of absence from [Start Date] to [Expected End Date], approximately [number] weeks. Unfortunately, I have been diagnosed with [condition - be as specific as comfortable] and my physician has advised that I require this time for treatment and recovery.

I have attached a medical certificate from my doctor, Dr. [Name], confirming the diagnosis and recommended leave duration. I am committed to providing any additional documentation you may require and will keep you informed of my recovery progress.

During my absence, I propose the following arrangements:

- [Colleague Name] will handle my ongoing projects related to [specify]
- I have prepared detailed handover notes for all active assignments
- I can be reached via email for critical questions, though response times may be delayed

I understand the impact of my absence and have worked to minimize disruption. I am hopeful about my recovery and look forward to returning to full duties as soon as medically cleared.

Please let me know if you need any additional information or if there are specific procedures I should follow.

Sincerely,

[Your Name]

[Employee ID]

[Department]

[Contact Information]

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