

Medical Certificate Request Letter

Subject: Request for Medical Documentation - Sick Leave [Dates]

Dear [Employee Name],

We acknowledge your recent sick leave absence from [Start Date] to [End Date]. As per our company's sick leave policy, absences exceeding [number] consecutive days require supporting medical documentation.

Please provide a medical certificate or doctor's note that includes:

- The dates you were under medical care
- Confirmation that you were unfit for work during this period
- Any relevant restrictions or accommodations needed upon return

This documentation should be submitted to the HR department within [number] business days. You may submit it via email to [email address] or deliver a physical copy to the HR office.

This is a standard procedural requirement and helps us maintain accurate leave records. If you have any questions or difficulty obtaining this documentation, please contact us immediately.

Thank you for your cooperation.

Regards,

[HR Manager Name]

Human Resources Department

[Contact Information]

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