

Medical Leave Request Email

Subject: Request for Medical Leave of Absence

Dear [Manager's Name/HR Team],

I am writing to formally request a temporary medical leave of absence from my position as [Your Job Title] at [Company Name]. Due to a medical condition that requires immediate attention and recovery time, I need to take leave starting [Start Date] and anticipate returning on [Expected Return Date].

My healthcare provider has advised that this leave is medically necessary for my recovery. I have attached the required medical documentation and will provide any additional information as needed. During my absence, I am committed to ensuring a smooth transition of my responsibilities.

I have discussed coverage of my duties with [Colleague's Name] and have prepared detailed handover notes for all ongoing projects. I will remain available via email for urgent matters during the first week of my leave, after which I will be completely unavailable for medical reasons.

I understand the company's leave policies and am prepared to use my accrued sick leave and FMLA entitlement if applicable. Please let me know what additional paperwork or procedures are required to formalize this request.

Thank you for your understanding and support during this time.

Best regards,

[Your Name]

[Your Contact Information]

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