

Mental Health Leave Email

Subject: Request for Personal Leave - Mental Health

Dear [Manager's Name],

I am writing to request a temporary leave of absence for personal health reasons. After consulting with my healthcare provider, it has been recommended that I take time away from work to focus on my mental health and well-being.

I am requesting leave from [Start Date] through [End Date], which will allow me the necessary time for treatment and recovery. I understand the importance of my role and have taken steps to ensure minimal disruption to our team's operations.

My current projects have been documented and organized for handover. I have briefed [Team Member's Name] on the status of all ongoing initiatives and have prepared detailed notes for continuity. Any urgent matters can be directed to [Backup Person] during my absence.

I plan to have limited availability during the first portion of my leave as recommended by my healthcare provider. However, I am committed to returning refreshed and fully capable of contributing to our team's success.

Please let me know what documentation is required and the next steps in the leave approval process. I appreciate your understanding and the company's support of employee wellness.

Thank you for your consideration.

Respectfully,

[Your Name]

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