

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[HR Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [HR Manager's Name],

I am writing to formally request a medical leave of absence from work due to [briefly explain the medical condition, e.g., "a recent surgery" or "a health issue"]. My doctor has advised that I take time off to recuperate and focus on my recovery.

I anticipate that I will need leave starting from [start date] and expect to return to work on [anticipated return date]. I will keep you updated should there be any changes to this timeline.

I have attached the necessary medical documentation for your records.

Please let me know if you require any additional information or paperwork.

Thank you for your understanding and support.

Sincerely,

[Your Name]
[Your Job Title]
[Department]