

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

Dear [Manager's Name],

I am writing to formally notify you that I will need to take medical leave due to [brief explanation of the medical issue, if comfortable]. I anticipate that my leave will commence on [start date] and extend until [end date]. I will ensure that all my responsibilities are covered during my absence and will do my best to complete any outstanding tasks before my leave begins.

Please feel free to reach me at [your phone number or email] if you need any further information or if there are forms or procedures you would like me to complete prior to my leave.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]