

[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],

Subject: Medical Leave of Absence

I am writing to formally request a medical leave of absence due to [brief description of your medical situation, e.g., a surgery, illness, etc.]. My doctor has advised that I take time off to recover and focus on my health.

I would like to request leave starting from [start date] and expect to return to work on [return date], subject to my recovery. I will keep you updated on my progress and provide any necessary documentation from my healthcare provider.

During my absence, I will ensure that my responsibilities are managed. [Optionally mention any plans for coverage or how you can assist in the transition.]

Thank you for your understanding and support. Please let me know if you need any further information.

Sincerely,

[Your Name]
[Your Job Title]