

[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 request a medical leave of absence from [start date] to [end date]. I have been advised by my healthcare provider to take this time off to address my health concerns.

I understand the importance of my role and will ensure a smooth transition by completing my current tasks and providing a detailed handover to my colleagues. I am committed to maintaining open communication during my absence.

Please let me know if you require any additional information or documentation from my healthcare provider.

Thank you for your understanding and support during this time.

Sincerely,
[Your Name]