

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

Dear [Manager's Name],

I am writing to formally notify you of my need for medical leave starting on [start date] and expected to return on [return date]. Due to [briefly explain your health condition or state that it is a personal medical issue], I will require time off to focus on my recovery.

I will ensure that all my responsibilities are managed before my leave and am happy to assist in transitioning my workload to a colleague during my absence. Please let me know if there is any necessary documentation you need from my healthcare provider.

Thank you for your understanding and support.

Sincerely,

[Your Name]
[Your Job Title]