

[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 medical leave from [start date] to [end date] due to health reasons. I have consulted with my doctor, who has advised me to take some time off to recover.

I will ensure that my responsibilities are managed during my absence and will hand over any urgent tasks to [Colleague's Name]. I will also be available via email if you need to reach me.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]