

[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 personal leave of absence for medical reasons. Due to [briefly state the reason, e.g., a medical condition or surgery], my doctor has advised that I take time off to focus on my recovery.

I would like to request leave starting from [start date] and anticipate returning to work on [return date]. I will ensure that all my responsibilities are managed in my absence and will work on a transition plan to hand over my tasks to [Colleague's Name] before my departure.

Thank you for considering my request. I appreciate your understanding and support during this time. Please let me know if you need any further information or documentation from my healthcare provider.

Sincerely,

[Your Name]
[Your Job Title]