

[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 hope this message finds you well. I am writing to formally request a leave of absence for two weeks, starting from [start date] to [end date], due to a medical illness.

During this time, I will ensure to hand over my responsibilities and provide any necessary information to my team to ensure a smooth transition. I will also be available via email for urgent matters.

Thank you for your understanding and support during this time. I look forward to your approval of my request.

Sincerely,

[Your Name]  
[Your Job Title]