

****Template 1: Simple Medical Leave Request****

Subject: Urgent Medical Leave Request

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request urgent medical leave starting [start date] due to [brief reason, e.g., a medical condition, a procedure]. I anticipate returning on [return date]. Please let me know if you need any further information or documentation. Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

****Template 2: Medical Leave Request with Details****

Subject: Urgent Medical Leave Request

Dear [Manager's Name],

I am reaching out to inform you that I require urgent medical leave effective [start date]. Due to [specific reason, e.g., surgery, illness], I will need to take time off to undergo treatment and recover.

I expect to be away from the office until [return date], and I will do my best to ensure that my responsibilities are managed in my absence. I can provide a doctor's note if required.

Thank you for your support during this time.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

****Template 3: Medical Leave Request for Extended Absence****

Subject: Request for Medical Leave

Dear [Manager's Name],

I am writing to formally request medical leave starting [start date] due to [specific medical issue]. My healthcare provider has advised that I take time off to recover, with a tentative return date of [return date]. During my absence, I will ensure that [colleague's name or plan] is briefed on my responsibilities. I appreciate your understanding and support during this time, and I am willing to provide any necessary medical documentation.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]