

****Subject:** Urgent Medical Leave Notification**

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally notify you that I am unable to attend work due to a medical condition that requires immediate attention.

I will need to take a medical leave starting from [start date] and anticipate returning on [return date]. I will ensure that all my current tasks are up to date and will hand over any urgent responsibilities to [Colleague's Name] in my absence.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]