

Formal Leave Letter for Medical Reasons

Subject: Request for Medical Leave

Dear [Manager's Name],

I am writing to formally request leave from [start date] to [end date] due to medical reasons. My doctor has advised rest and recovery during this period.

I have ensured that all my current tasks are either completed or delegated to [colleague's name], and I am confident that this will not disrupt ongoing projects.

I kindly request your approval for this medical leave. Thank you for your understanding.

Sincerely,

[Your Name]

[Position]

[Department]

Get more templates here: <https://www.lettersandtemplates.com/letters/leave-letter>