

Heartfelt medical leave request email template

Subject: Request for Medical Leave

Dear [Manager's Name],

I hope this message finds you well. I am feeling unwell and my doctor has advised me to take medical leave from [Start Date] to [End Date]. This will allow me to recover fully and return to work with full capacity.

I apologize for any inconvenience my absence may cause and appreciate your support and understanding during this time. I have briefed [Colleague's Name] to manage urgent tasks in my absence.

Warm regards,

[Your Name]

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