

Extended medical leave request letter template

Subject: Request for Extended Medical Leave

Dear [Manager's Name],

I am writing to request an extended medical leave from [Start Date] to [End Date] following a recent health condition. I have attached the medical certificate and treatment plan from my physician.

During my absence, I will remain available for urgent queries and have delegated ongoing responsibilities to [Colleague's Name]. I sincerely appreciate your support and understanding.

Thank you,

[Your Name]

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