

Leave Letter for Contagious Disease Absence with Medical Test Certificate

[Date]

To,
[Supervisor/Manager Name]
[Designation]
[Department/Organization Name]
[Organization Address]

Subject: Application for Leave Due to Contagious Disease with Medical Test Certificate

Dear [Supervisor/Manager Name],

I am writing to formally inform you that I have been diagnosed with **[name of contagious disease]** as confirmed by a certified medical professional. Due to the contagious nature of this illness, my doctor has strongly advised me to refrain from attending work to prevent the risk of infection to my colleagues and to facilitate my recovery.

As per medical advice, I kindly request leave of absence from **[start date]** to **[end date]**. I am enclosing my medical test certificate and doctor's recommendation as proof of my diagnosis and the recommended leave period.

I assure you that I will keep you updated on my health status and submit any additional documentation required by the organization. I will resume my duties as soon as I am medically cleared to return to work.

I appreciate your understanding and support in this matter. Please let me know if any further information is required.

Thank you for your consideration.

Sincerely,
[Your Name]
[Employee ID/Number, if applicable]
[Contact Information]

Enclosure: Medical Test Certificate