

Sample Leave Letter for Medical Reasons

[Your Name]
[Your Job Title]
[Department Name]
[Company Name]
[Date]

To,
[Manager's Name]
[Manager's Position]
[Company Name]

Subject: Request for Medical Leave

Dear [Manager's Name],

I am writing to formally request a leave of absence from [start date] to [end date] due to medical reasons. I have been experiencing health issues, and my physician has advised me to take adequate rest and undergo necessary treatment during this period for proper recovery.

Attached with this letter is a scanned copy of my doctor's certificate, which provides further details and verifies the medical necessity of my leave. I assure you that I will do my best to complete any pending tasks and delegate my responsibilities to my colleagues to minimize any inconvenience during my absence.

Kindly grant me leave for the mentioned period. If additional documentation or information is required, please let me know.

Thank you for your understanding and support.

Sincerely,
[Your Name]
[Your Employee ID]

Attachment:

- Scanned Doctor's Certificate (see **attached file**)