[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Manager's Name]
[Title]
[Company Name]
[Company Address]

Re: Request for Long-Term Medical Leave of Absence

Dear [Manager's Name],

I am writing to formally request a long-term medical leave of absence starting on [Start Date]. Due to a medical condition, I will be unable to perform my job duties during this period. I anticipate being able to return to work on [Expected Return Date].

I have attached the necessary medical documentation from my healthcare provider to support this request. This documentation outlines the necessity of my leave while maintaining the confidentiality of my specific diagnosis.

Before my leave begins, I am committed to ensuring a smooth transition of my current responsibilities. I will complete [Project/Task Name] and provide [Colleague's Name] with all relevant files and status updates regarding my ongoing work.

I understand that I may need to complete additional paperwork for Human Resources regarding FMLA or company-specific disability benefits. Please let me know if there are further forms or steps I need to take.

Thank you for your understanding and support during this time. I look forward to returning to the team once my health has improved.

Sincerely,

[Your Signature]

[Your Printed Name]