[Your Name]
[Your Job Title]
[Your Employee ID Number]

[Date]

[Manager's Name]
[Company Name]
[Department]

Subject: Request for Medical Leave of Absence

Dear [Manager's Name],

I am writing to formally request a medical leave of absence for personal health reasons. Based on the recommendation of my healthcare provider, I need to take time away from work to focus on my mental health and well-being.

I am requesting this leave to begin on [Start Date] and I expect to return to work on [Return Date].

I am committed to ensuring a smooth transition during my absence. Before my start date, I will provide updates on my current projects and ensure that all necessary documentation is available to my team. I am also happy to discuss how my responsibilities can be managed while I am away.

I have attached the required medical certification from my healthcare provider confirming my need for leave [or mention that it will be submitted to HR separately].

Thank you for your understanding and support regarding this matter. I look forward to returning to my role refreshed and ready to contribute to the team.

Sincerely,

[Your Signature]
[Your Typed Name]