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

[Date]

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

Re: Request for Extended Medical Leave of Absence

Dear [Manager's Name],

I am writing to formally request an extended medical leave of absence from my position as [Your Job Title]. Due to medical reasons, my healthcare provider has advised that I take a continuous leave of absence starting on [Start Date].

At this time, I expect to return to work on [Expected Return Date]. I will keep you updated if there are any changes to this timeline based on my medical progress.

Attached to this letter, please find the medical certification from my physician confirming my need for this leave. I intend to complete all necessary paperwork required by the Human Resources department regarding FMLA or other company leave policies.

Before my leave begins, I will ensure that my current projects are documented and that my team is briefed on any outstanding tasks to ensure a smooth transition during my absence.

Thank you for your understanding and support regarding this matter. Please let me know if there are additional forms I need to sign or further information you require.

Sincerely,

[Your Signature]

[Your Printed Name]