

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

[Date]

[Manager's Name]
[Company Name]

Subject: Request for Medical Leave of Absence

Dear [Manager's Name],

I am writing to formally request a medical leave of absence to focus on my mental health. Per the advice of my healthcare provider, I need to take time away from work to receive treatment and recover.

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

During my absence, I will ensure that my current projects are handed over to the appropriate team members. I am happy to discuss a transition plan before my start date to minimize any disruption to the department.

I have attached the necessary medical documentation from my healthcare provider confirming the need for this leave. I will keep you informed of any changes regarding my return date.

Thank you for your understanding and support regarding this matter.

Sincerely,

[Your Signature]
[Your Printed Name]