

[Your Name]
[Your Job Title]
[Date]

To: [Manager's Name]
[Company Name]

Subject: Request for Short-Term Medical Leave of Absence

Dear [Manager's Name],

I am writing to formally request a short-term medical leave of absence for personal health reasons, starting on [Start Date] and ending on [End Date]. I expect to return to my duties on [Return Date].

During this time, I intend to focus on a health matter that requires my full attention so that I can return to work at full capacity. I have attached the necessary medical documentation from my healthcare provider to support this request.

Before my leave begins, I will ensure that my current projects are updated and that [Colleague's Name] has the information needed to cover my essential tasks. I will also make sure all my active files are accessible to the team.

Thank you for your understanding and for respecting my privacy regarding this matter. I look forward to your approval and to returning to the team refreshed and productive.

Sincerely,

[Your Signature]
[Your Printed Name]