

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

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

Dear [Manager's Name],

I am writing to formally request a long-term leave of absence for medical reasons, specifically to focus on my mental health. This decision has been made under the recommendation of my healthcare provider to ensure I can receive the necessary treatment and recovery time to eventually return to my role at full capacity.

I am requesting that my leave begin on [Start Date] and I anticipate my return to work on or around [End Date or "to be determined based on medical progress"].

I have attached the required medical documentation from my healthcare professional confirming the need for this leave. I am committed to ensuring a smooth transition of my current responsibilities before my departure. I will [mention transition plan, e.g., "provide a status report" or "hand over my files to Name"] by [Date].

During my absence, I can be reached via email at [Your Personal Email Address] for any urgent administrative matters, though I would appreciate privacy regarding my medical treatment.

Please let me know the next steps regarding company policy, insurance, and the use of [PTO/Sick Leave/Short-term Disability]. Thank you for your support and understanding during this time.

Sincerely,

[Your Signature (if sending by mail)]  
[Your Printed Name]