

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

[Date]

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

Dear [Manager's Name],

I am writing to formally request an extended 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 return to my role in full health.

I am requesting this leave to begin on [Start Date] and I anticipate my return to work on [Return Date]. I have attached the necessary documentation from my medical professional confirming the need for this leave, though it keeps my specific diagnosis confidential.

Before my leave begins, I am committed to ensuring a smooth transition of my current responsibilities. I will complete [Task 1] and [Task 2], and I am happy to discuss how my remaining workload can be handled by the team during my absence.

I intend to use my [Sick Leave/PTO/FMLA] hours to cover this period. Please let me know the next steps for formal processing and if there are specific Human Resources forms I need to complete.

Thank you for your understanding and support regarding my health and well-being.

Sincerely,

[Your Signature]

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