

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

[Manager's Name]  
[Company Name]

Subject: Request for Medical Leave of Absence - Mental Health

Dear [Manager's Name],

Please accept this letter as formal notification that I need to take a medical leave of absence due to health reasons, specifically workplace burnout. Following the advice of my healthcare provider, I require time away from my duties to focus on recovery and treatment.

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 have attached a medical certificate from my doctor confirming the need for this leave, though it keeps my specific diagnosis confidential as per my privacy rights.

I intend to return to my role fully recovered and ready to contribute to the team. Please let me know what forms or additional steps are required by HR to process this request.

Thank you for your understanding and support.

Sincerely,

[Your Signature]  
[Your Printed Name]