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

[Supervisor's Name]
[Department Name]
[Company Name]

Dear [Supervisor's Name],

I am writing to formally request a leave of absence from my position as [Your Job Title] to provide care for a family member. I would like my leave to begin on [Start Date] and I anticipate returning to work on [Return Date].

The reason for this request is to provide necessary care and support for [Relation to family member, e.g., my mother/father/spouse], who is dealing with [brief mention of medical condition, e.g., a serious illness/post-surgery recovery].

During my absence, I will ensure that all my current tasks are handed over to the appropriate team members. I am happy to assist in the transition process before my start date to minimize any disruption to the department.

I have attached the required medical certification and documentation as per company policy. I will keep you updated if my circumstances change or if I need to adjust my return date.

Thank you for your understanding and support during this time.

Sincerely,

[Your Signature]
[Your Printed Name]