

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

[Manager's Name]
[Company Name]

Dear [Manager's Name],

I am writing to formally request a medical leave of absence for mental health reasons. Based on the recommendation of my healthcare provider, I need to take time away from work to focus on my recovery and overall wellbeing.

I am requesting this leave to begin on [Start Date] and I anticipate returning to my duties on [End Date]. I will keep you updated should my timeline change based on medical advice.

Before my leave begins, I will ensure that all my current tasks are documented and handed over to [Colleague's Name] to minimize disruption to the team. During my absence, I will be unavailable for work-related communication to focus fully on my health.

I have attached the necessary medical documentation supporting my request. Please let me know what additional steps or forms are required by the HR department to finalize this process.

Thank you for your understanding and support regarding this matter.

Sincerely,

[Your Signature]
[Your Printed Name]