

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

[Date]

[Supervisor's Name]
[Title]
[Facility/Department Name]
[Hospital or Clinic Address]

Dear [Supervisor's Name],

Please accept this letter as formal notification that I will be taking a leave of absence from my position as a Patient Care Technician. My leave is scheduled to begin on [Start Date] and I anticipate returning to work on [Return Date].

The reason for this leave is [briefly state reason, e.g., medical reasons, family matters, or personal leave]. I am committed to ensuring that my patients receive continuous care during my absence. I will complete all current patient charts and hand over my shift responsibilities to the nursing staff before my departure.

I have already coordinated with [Human Resources or Department Name] regarding the necessary paperwork and medical certifications required for this period. Please let me know if there are any additional steps I need to take to assist with the transition of my duties.

Thank you for your understanding and support.

Sincerely,

[Your Signature]

[Your Printed Name]