

[Your Name]
[Your Job Title, e.g., Medical Laboratory Scientist]
[Employee ID Number]
[Date]

To: [Manager's Name or HR Department]
[Laboratory Name/Department]

Subject: Notice of Medical Leave of Absence

Dear [Manager's Name],

Please accept this letter as formal notification that I will need to take a medical leave of absence from my position at [Laboratory Name].

Based on the recommendation of my healthcare provider, my leave is expected to begin on [Start Date] and I anticipate returning to work on [Return Date]. I will keep you updated should there be any changes to this timeline based on my medical progress.

Before my departure, I am committed to ensuring a smooth transition of my current laboratory responsibilities. I will complete all pending [list specific tasks, e.g., specimen processing, quality control logs, or equipment calibrations] and ensure my workstation is organized for the covering staff.

I have attached the required medical documentation/certification regarding this request. Please let me know if there are additional forms or procedures I need to complete for HR purposes.

Thank you for your understanding and support regarding this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number/Email]