

Sick Leave Letter For Work

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Manager's Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Medical Leave

Dear [Manager's Name],

I am writing to inform you of my need to take a medical leave of absence from my position as **[Your Job Title]** at **[Company Name]**, due to [briefly describe your medical condition or situation, e.g., "a scheduled surgery and the necessary recovery period" or "a recent health diagnosis requiring immediate and ongoing treatment"]. After consulting with my healthcare provider, it has become clear that taking this time off is crucial for my health and recovery.

The recommended duration of my leave is from **[Start Date]** to **[End Date]**, totaling [number of weeks/days] of absence. I understand the impact of my absence on our

team and workload, and I would like to propose the following arrangements to ensure continuity in my duties:

- [List any colleagues who may cover for you, if applicable, and the specific tasks they will handle.]
- [Mention any work you plan to complete or transition before your leave, if possible.]
- [Specify if you are available for urgent queries and the best way to contact you during your leave.]

Please find attached [mention any supporting documentation, such as a doctor's note or medical certificate, if required by your company's leave policy].

I apologize for any inconvenience my absence may cause and appreciate your understanding and support during this time. I aim to make this transition as seamless as possible and am committed to resuming my duties with renewed health and energy upon my return.

Thank you for considering my request for medical leave. I am looking forward to your response and am available to discuss this matter further if needed.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Email Address]

[Phone Number]