

# Long-Term Medical Leave Format

Date: July 19, 2025

To: Human Resources Department

Company Name: TechSoft Inc.

Subject: Request for Medical Leave

Dear HR Team,

I would like to formally request a medical leave starting from July 21, 2025, to August 4, 2025. I have been diagnosed with a health condition that requires rest and treatment, as advised by my physician.

A copy of the doctor's certificate is attached for your reference. I will coordinate with my team to ensure a proper handover of tasks before my leave begins.

Please let me know if any additional documents are required.

Warm regards,

[Your Name]

[Designation]

[Contact Info]

