

Medical Leave Letter Format for Office

Date: July 19, 2025

To: The HR Manager

Company Name: XYZ Pvt. Ltd.

Subject: Request for Medical Leave

Dear Sir/Madam,

I am writing to inform you that I am unwell and need to take a medical leave from work. I have been advised by my doctor to rest and undergo treatment for the next [number of days] days.

Therefore, I request you to kindly grant me medical leave from [start date] to [end date]. I have attached the doctor's certificate for your reference.

I will ensure that all my current responsibilities are handed over to my team member [colleague's name] during this period. You can reach me via email or phone for any urgent matters.

Thank you for your understanding and support.

Sincerely,

[Your Full Name]

[Your Designation]

[Contact Number]

