

Medical Leave Request Format via Email

Subject: Medical Leave Request from July 20 to July 24

Dear [Manager's Name],

I am writing to inform you that I am experiencing health issues and have been advised by my doctor to take rest for a few days.

I request medical leave from July 20 to July 24, 2025. During this time, I will remain unavailable for office work. I will ensure all tasks are handed over to my teammate before my absence.

Attached is the doctor's note for reference. Please let me know if further details are needed.

Thank you,
[Your Full Name]
[Your Department]

