

Short-Term Medical Leave Format

Date: July 19, 2025

To: The Manager

Company Name: ABC Solutions Pvt. Ltd.

Subject: Request for Short Medical Leave

Dear Sir/Madam,

I am writing to request medical leave for two days due to a mild illness. I am currently feeling unwell and need rest as advised by my doctor.

Please grant me leave on July 20 and 21, 2025. I will resume work on July 22. In case of any urgent work, I will be available by phone.

Thank you for your understanding.

Sincerely,

[Your Full Name]

[Your Employee ID]

[Your Department]

