

Example of Medical Leave Letter

John Doe
Software Engineer
1234 Maple Street
Anytown, NY 12345
john.doe@email.com
555-0101
Date: March 15, 2024

Jane Smith
Human Resources Manager
Tech Innovations Inc.
4567 Elm Avenue
Anytown, NY 12345

Dear Ms. Smith,

I am writing to formally request a medical leave of absence from my position as Software Engineer with Tech Innovations Inc., due to a health condition that requires surgery and a period of recovery. Per my doctor's advice and the attached medical certificate, I will need to be on leave from April 1, 2024, until April 30, 2024.

During my absence, I have arranged with my team lead, Mark Turner, to oversee my current projects and ensure that all deadlines are met. Mark has agreed to be the point of contact for any issues that may arise in my absence. I have briefed him on the status of all my work and am confident that he will manage these responsibilities effectively.

I have also prepared detailed documentation and instructions to assist my team in my absence and will be available via email for any urgent queries or assistance that may be needed.

I regret any inconvenience my absence may cause and sincerely appreciate your understanding and support during this time. I am committed to maintaining open communication and will keep you updated on my recovery progress.

Thank you for considering my request for medical leave. Please let me know if you need any additional information or documentation.

Sincerely,

[Signature]

John Doe

Enclosures: Medical Certificate