

Medical Leave Letter for an Employee

Attach a medical certificate if your company policy asks for one.

Subject: Medical leave application - [Your Name]

Dear [Manager's Name],

I am writing to inform you that I am unwell and have been advised rest by my doctor. I will not be able to work from [DD Month] to [DD Month], and I expect to return on [DD Month].

The medical certificate is attached for your records. I have handed over my pending work to [Colleague's Name] and will share an update if my recovery takes longer.

Thank you for your understanding.

Best regards,

[Your Name]

[Designation] | [Employee ID]