

## Medical Sick Leave Request Letter

December 11, 2055

**To: Ms. Emily Taylor**

Manager

**[Your Company Name]**

456 Maple Avenue

Springfield, IL 62704

**Subject:** Request for Medical Sick Leave

Dear **Ms. Taylor**,

I am writing to formally request medical sick leave from January 15, 2055, to February 15, 2055, due to a health condition that requires rest and treatment as advised by my physician, **Dr. Sarah Williams**. I have attached a medical certificate confirming the necessity of my absence during this period.

To ensure a smooth workflow, I will complete all pending tasks and provide a detailed handover to my colleague, Mr. Michael Green, who has kindly agreed to oversee my responsibilities during my leave. I will also remain reachable via email at **[Your Email]** for any urgent matters.

Please let me know if you require any additional information or documentation. I appreciate your understanding and support during this time, and I look forward to returning to work and resuming my duties on February 16, 2055.

Thank you for your consideration.

Sincerely,

*Signature*