**LEAVE OF ABSENCE LETTER**

**[Name]**

**[Address]**

**[Email address]**

**[Phone number]**

August 1, 20XX

**[Supervisor’s Name]**

**[Title]**

**[Organization]**

**[Address]**

**Subject:** Medical Leave of Absence

Dear Mr. Jimenez,

As you know, I have been ill lately, and my doctor has suggested that I take time off from work to be able to recover completely. I am contacting you to request a medical leave of absence for two weeks, from Aug. 7 20XX to Aug. 21 20XX

Please let me know if there are steps, I need to take to make this official with the HR department.

I will be happy to assist you in arranging for someone to manage my workload while I am away. Thank you for your understanding.

Sincerely,

**[Signature]**

Natalia Bisset

**[Address]**

**[Email address]**

**[Phone number]**