

**Introduction**

We, being humans are prone to diseases or illness anytime. It can be for a short duration or for a long duration. People who are working are entitled for a medical allowance by their companies. To avail the same we need to write a letter to them.

A medical leave letter is written to inform your employer about your illness and the duration of leave. Through this letter you are making him aware of your absence in the company due to some medical reasons.

**Medical Leave Letter Tips**

Few tips should be considered for writing an effective medical leave letter:

* Firstly it is vital to inform your employer about your ill health before seeking a leave.
* You must enclose documents supporting your reason to get reimbursement of your medical bills.
* Tone of the letter should be formal and to the point.
* You must provide details on the project you are working on and who would be taking care of the same in your absence.
* You need to make sure that there should not be any punctuation errors in the letter.

**Sample Medical Leave Letter**

From,

Henry Stanford

Business Development Manager

UCS Bank

Berlin

Date (Date on which letter is written)

To,

Sheryl Thomas

HR Manager

UCS Bank

Sub: Medical leave letter

Dear Ms. Thomas,

This is to bring to your kind attention that I am working in your organization for the past six years. I have recently undergone a medical checkup and diagnosed with jaundice. My doctor has advised me complete bed rest for two weeks. I am submitting my medical reports for your reference.

I assure you, after resuming my duties; I will finish up with my pending projects on time. If you need any sort of clarifications regarding the same, please give me a call. Having written all this, I hope that you will consider my situation and grant me leaves for two week from 14th August onwards.

Thanking you,

Yours sincerely’

Henry Stanford

# Medical Leave Letter Template

# From,

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Date (Date on which letter is written)

# To,

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Sub:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_,(Sir/ma’am)

# I would like to bring to your kind attention that I have been working on the post of \_\_\_\_\_\_\_\_\_\_ (specify post) in your organization. Recently while undergoing a medical checkup, my doctor has diagnosed \_\_\_\_\_\_\_\_\_\_(specify disease name) for which I need to undergo a minor surgery. The total time for recovering from the same is two weeks as recommended by my physician. I am enclosing my medical reports for your reference.

# I would be very grateful to you if you grant me two weeks leave. After joining, I will finish up my all the pending works on time.

# Thanking you,

# Yours sincerely’

# (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

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