

Leave Letter for Hand Fracture - Template

[Your Full Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Designation]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Subject: Leave Application for Hand Fracture

Dear [Recipient's Name],

I trust this letter finds you well. I am writing to formally request a leave of absence from work due to a hand fracture that occurred [mention how the injury happened, if necessary]. The medical condition necessitates me to undergo treatment and rest for a specified period.

Details of the Leave:

- **Start Date:** [Specify the start date of your leave]
- **End Date:** [Specify the expected end date of your leave]
- **Total Number of Days:** [Mention the total number of days you will be on leave]

I have attached the medical certificate issued by my treating physician, Dr. [Doctor's Name], which provides details of the diagnosis and the recommended leave duration.

During my absence, I will ensure that all pending tasks are either completed or handed over to a designated colleague. I am also available to assist remotely for any urgent matters that may arise during this period.

I kindly request your understanding and support during this time. I will keep you informed of my progress and provide any additional documentation required for HR purposes.

Thank you for your understanding. I appreciate your prompt attention to this matter.

Sincerely,

[Your Full Name]

[Your Employee ID, if applicable]

Attachments: [List of attached documents, e.g., medical certificate]