

## Earned Leave Application Letter for Medical Reasons

Dear [Manager's Name],

I am writing to request an earned leave due to my medical condition. Unfortunately, I have been experiencing some health issues lately, which have made it difficult for me to focus on my work and perform my duties effectively.

My doctor has advised me to take some time off work to rest and recover, and I believe that an earned leave would be the best course of action for me at this time. I would like to request a leave of [number of days] from [start date] to [end date].

During my absence, I will make sure that all my work is completed and handed over to my colleagues so that there is no disruption to the workflow. I have also informed my team members about my situation so that they can assist in case of any urgent matters.

I apologize for any inconvenience that my absence may cause, and I assure you that I will return to work as soon as I am fit and healthy.

Thank you for your understanding and support.

Sincerely,  
[Your Name]