Date

**Mental Health Leave - request**

*NB. You can choose just to ask for Annual Leave without giving any reason. If you plan to ask for Sick Leave (for any longer than one day) you will need a doctor to give you a medical certificate.*

Dear Manager/Supervisor Name,

I would like to request leave of absence for mental health reasons. I am unwell and feel that I need to take the advice of my specialist/counsellor and implement strategies to strengthen my mental health, including rest. My Medical Certificate is attached.

I will be taking leave from Date and at this stage, I hope to be able to return on Date. I will keep you apprised of the situation.

I will be seeking professional help during my absence but request that my privacy be respected during this time.

If you require more information, I can be contacted on mobile/email. Thank you for your understanding.

Yours sincerely,

Your Name

Company Name