

# Leave Application for Surgery

To,  
[Manager's Name]  
[Company's Name]  
[Company's Address]

Date: [Date]

Dear [Manager's Name],

I am writing to formally request an extended leave of absence due to a recent surgery I underwent on [surgery date]. As advised by my doctor, I require additional time for recovery in order to ensure a full and effective return to work.

I kindly request leave from [start date] to [end date]. During this time, I will ensure that my responsibilities are managed to the best of my ability by [mention any arrangements, if applicable].

Please let me know if you require any further information or documentation regarding my surgery and recovery.

Thank you for your understanding and support.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Contact Information]