

Leave Application for Surgery

Date: [Insert Date]

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

Dear [Manager's Name],

I am writing to formally request a leave of absence due to a necessary surgery that I will be undergoing on [insert surgery date]. The medical procedure has been advised by my physician, and I will require time off to recover.

As per my doctor's recommendation, I will need to take leave starting from [start date] and anticipate returning to work on [end date]. I assure you that I will ensure a smooth transition of my responsibilities before my leave and will keep the team updated during my recovery.

I kindly request you to approve my leave application. I am attaching the medical certificate for your reference.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Job Title]
[Your Contact Information]