

# Leave Application for Surgery

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

Date: [Insert Date]

Dear [Manager's Name],

I am writing to formally request a leave of absence for personal reasons due to an upcoming surgery. I have been advised by my doctor to undergo this procedure, which is scheduled for [Insert Date]. I anticipate needing time off from [Start Date] to [End Date].

I will ensure that all my responsibilities are managed prior to my leave, and I am happy to assist in transitioning my tasks to colleagues to ensure a smooth workflow in my absence.

Thank you for considering my request. I hope to return to work on [Return Date] and resume my duties as soon as I am able.

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