

Date: [Insert Date]

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

Subject: Leave Application for Surgery

Dear [Manager's Name],

I am writing to formally request a leave of absence due to a planned surgical procedure. My doctor has advised that I undergo surgery on [insert date of surgery], which will require recovery time. I anticipate needing leave from [start date] to [end date].

I will ensure to complete all my pending work before my leave and will delegate my responsibilities to [Colleague's Name] to ensure a smooth workflow in my absence.

Thank you for your understanding. I look forward to your positive response.

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