

# Leave Application for Surgery Rehabilitation

Date: [Insert Date]

To,

The Manager,  
[Company Name]  
[Company Address]

Subject: Application for Leave Due to Surgery Rehabilitation

Dear [Manager's Name],

I am writing to formally request a leave of absence from work due to my recent surgery. I underwent [specify type of surgery] on [insert surgery date], and my doctor has advised a rehabilitation period of [insert number of weeks/days]. Therefore, I kindly request leave starting from [insert start date] to [insert end date].

I understand the importance of my responsibilities and assure you that I will ensure a smooth transition of my duties before my leave. I will also be available via [email/phone] for any urgent matters during my absence.

Thank you for your understanding and support regarding my situation. I look forward to your positive response.

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