

Leave Application for Unexpected Surgery

Date: [Insert Date]

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

Dear [Manager's Name],

I am writing to formally request a leave of absence due to an unexpected surgery that I must undergo. The surgery is scheduled for [Insert Date of Surgery], and I anticipate that I will need [Insert Duration of Leave] to recover fully.

I understand the timing may not be ideal, and I assure you that I will do my best to ensure a smooth transition of my responsibilities before I leave. I am committed to completing any urgent tasks and providing all necessary information to my colleagues to cover my duties during my absence.

Thank you for your understanding and support during this challenging time. I look forward to your approval of my leave request.

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