

Medical Leave Application

Date: [Insert Date]

To,

[Manager's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request medical leave due to my recent surgery. I underwent [brief description of surgery] on [date of surgery], and my doctor has advised a recovery period of [number of weeks/days].

As per my doctor's recommendations, I will need to take leave starting from [start date] to [end date]. I plan to return to work on [return date]. During my absence, I will ensure that my responsibilities are covered by [colleague's name] and that all pending tasks are completed before my leave.

Thank you for your understanding and support during this time. Please feel free to reach out if you need any further information or documentation from my healthcare provider.

Sincerely,

[Your Name]

[Your Job Title]

[Contact Information]