

Medical Leave Application

Date: [Insert Date]

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

Dear [Supervisor's Name],

I am writing to formally request medical leave following my recent surgery on [Insert Surgery Date]. My doctor has advised a recovery period of [Insert Duration] to ensure proper healing.

During my absence, I will ensure that all my responsibilities are delegated to [Colleague's Name] and that they have all the necessary information to manage my workload effectively.

I anticipate returning to work on [Insert Expected Return Date], but I will keep you updated on my progress and any changes to my leave schedule.

Please let me know if you require any further information or documentation.

Thank you for your understanding and support during this time.

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