

Medical Leave Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request medical leave starting from [Start Date] to [End Date] due to surgery I will be undergoing on [Surgery Date]. My doctor has advised that I take this time off to ensure a proper recovery.

During my absence, I will ensure that all my responsibilities are managed as I will prepare my work in advance and hand over any urgent tasks to [Colleague's Name]. I will also be available via email for any pressing matters.

Thank you for your understanding and support. I look forward to returning to work after my recovery.

Sincerely,

[Your Name]