

Medical Leave Request for Surgery Recovery

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request medical leave following my upcoming surgery on [date of surgery]. My doctor has advised that I will need approximately [number of weeks/days] for recovery.

During my absence, I will ensure that all my responsibilities are covered. [You may include additional details about your projects or offer to assist with transition plans.] I plan to return to work on [return date], health permitting.

Please let me know if you need any further information or documentation from my healthcare provider. Thank you for your understanding and support during this time.

Sincerely,

[Your Name]