

Medical Leave Notification

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Medical Leave Notification for Surgery Recovery

Dear [Supervisor's Name],

I am writing to formally notify you that I will need to take a medical leave of absence due to a surgical procedure that I am scheduled to undergo on [Insert Date of Surgery]. My doctor has advised that I will need approximately [Insert Duration] for recovery.

During my leave, I will ensure that all my responsibilities are managed and that my team is briefed on ongoing projects. I will do my best to facilitate a smooth transition to minimize any disruptions.

I expect to return to work on [Insert Expected Return Date]. If there are any changes to this timeline, I will keep you updated as soon as possible.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]