

Medical Leave Request

Date: [Insert Date]

To: [Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I am writing to formally request medical leave from [Start Date] to [End Date] due to my recovery after surgery. My doctor has advised that I take this time to ensure a full recovery and to avoid any complications.

I have attached the necessary medical documentation to support this request. I will ensure that all my responsibilities are handed over to [Colleague's Name] during my absence, and I will be available via email for urgent matters.

Thank you for your understanding and support during this time.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]