

[Your Name]
[Your Job Title]
[Your Department]

[Date]

[Manager's Name]
[Company Name]

Dear [Manager's Name],

I am writing to formally request a medical leave of absence for a scheduled surgery and the subsequent recovery period. My last day of work will be [Start Date of Leave].

Based on my doctor's current estimate, I expect to be away from work for approximately [Number of Weeks/Days]. I anticipate returning to my duties on [Expected Return Date]. I will keep you updated if there are any changes to my recovery timeline or return date.

Before my departure, I will ensure that all my current tasks are up to date and provide a status report for my ongoing projects. I am happy to discuss a plan for covering my responsibilities during my absence.

I have attached the necessary medical documentation regarding the duration of my leave. Please let me know if there are any specific forms or additional steps I need to complete for HR purposes.

Thank you for your support and understanding.

Sincerely,

[Your Signature]
[Your Printed Name]