

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email]

[Date]

[Manager's Name]  
[Job Title]  
[Company Name]

Subject: Urgent Medical Surgery and Recovery Leave Request

Dear [Manager's Name],

I am writing to formally request an urgent medical leave of absence to undergo necessary surgery. Based on my doctor's recommendation, I must undergo this procedure on [Date].

I expect to be away from work starting [Start Date] and anticipate returning on [Return Date], pending medical clearance. This period includes the surgery and the required recovery time.

I am committed to ensuring a smooth transition of my responsibilities before my departure. I will complete [Task A] and [Task B], and I suggest that [Colleague's Name] handles my urgent inquiries during my absence. I have attached the medical certification supporting this request.

Thank you for your understanding and support regarding this urgent matter. I will keep you informed of any changes to my recovery timeline.

Sincerely,

[Your Signature]

[Your Printed Name]