

[Your Name]
[Your Job Title]
[Employee ID Number]
[Date]

[Manager's Name]
[Company Name]

Subject: Leave of Absence Request for Elective Surgery and Recovery

Dear [Manager's Name],

I am writing to formally request a medical leave of absence for a scheduled elective surgery. I am planning to be away from work starting on [Start Date] and expect to return on [End Date/Return Date].

My physician has estimated a recovery period of [Number] weeks. During this time, I will be unable to perform my regular work duties. I have attached a medical certificate from my doctor confirming the necessity of this leave and the expected duration of my recovery.

To ensure a smooth transition, I will complete my current tasks and provide a detailed status report for my team before my departure. I am also available to discuss how my responsibilities can be managed during my absence.

I will keep you updated if there are any changes to my recovery timeline or my expected return date. Thank you for your understanding and support regarding this matter.

Sincerely,

[Your Signature]
[Your Printed Name]