

[Your Name]
[Your Job Title]
[Date]

[Manager's Name]
[Company Name]

Subject: Request for Paid Medical Surgery and Recovery Leave

Dear [Manager's Name],

I am writing to formally request a paid medical leave of absence to undergo a scheduled surgery and the subsequent recovery period. My surgery is scheduled for [Surgery Date].

I expect to be away from work starting [Start Date] and anticipate returning on [Return Date], pending my physician's clearance. I intend to use my accrued [Sick Leave/PTO/Medical Leave] benefits to cover my salary during this period.

Before my leave begins, I will ensure that all my current tasks are up to date and will provide a hand-over briefing to [Colleague's Name] to ensure a smooth transition of my responsibilities.

I have attached the medical certification from my healthcare provider confirming the necessity of this procedure and the required recovery time. Please let me know if there are any additional forms or steps required to process this request.

Thank you for your support and understanding.

Sincerely,

[Your Signature]
[Your Printed Name]