

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

[Date]

[Manager's Name or HR Manager's Name]
[Company Name]
[Company Address]

Subject: Request for Unpaid Extended Surgery and Recovery Leave

Dear [Manager's Name],

I am writing to formally request an unpaid leave of absence for medical reasons. I am scheduled to undergo surgery on [Date of Surgery] and will require an extended period for recovery as advised by my healthcare provider.

I am requesting leave to begin on [Start Date] and I expect to return to work on [Estimated Return Date]. I understand that this leave will be unpaid.

I have attached a medical certificate from my surgeon confirming the necessity of this procedure and the estimated timeframe for my recovery. I will keep you updated should there be any changes to my expected return date following my post-operative evaluations.

Before my leave begins, I will ensure that all my current tasks are up to date and provide a handover note for my team to ensure a smooth transition during my absence.

Thank you for your understanding and support regarding this matter. I look forward to your approval.

Sincerely,

[Your Signature]

[Your Printed Name]