

To: [Manager Name / HR Department]

From: [Your Name]

Date: [Current Date]

Subject: Request for Intermittent Medical Leave

Dear [Recipient Name],

I am writing to formally request a period of intermittent medical leave for an upcoming surgery and the subsequent recovery process. Based on my medical provider's recommendations, I will require time off for the procedure itself, as well as periodic absences for follow-up appointments and recovery stages.

The details of my requested leave are as follows:

**Anticipated Start Date:** [Date]

**Initial Recovery Period:** [Number of days/weeks]

**Estimated Frequency of Intermittent Absence:** [e.g., 1 day per week / 2 days per month]

**Expected Duration:** [Total timeframe, e.g., 3 months]

I am committed to ensuring a smooth transition during my absences. I will work closely with my team to complete urgent tasks in advance and will provide as much notice as possible for scheduled follow-up dates. I am also happy to discuss how my responsibilities will be handled while I am away.

I have attached the necessary medical certification from my healthcare provider to support this request. Please let me know if there are additional forms or steps required by [Company Name].

Thank you for your understanding and support.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Employee ID/Position]