

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

[Date]

[Manager's Name]
[Company Name]

Dear [Manager's Name],

I am writing to formally request a medical leave of absence for an upcoming surgical procedure and the necessary post-operative recovery period. My surgery is scheduled for [Date].

Based on my physician's recommendation, I will require a leave of absence starting on [Start Date] and expect to return to work on [Return Date]. I have attached the medical certification from my surgeon outlining the required recovery timeline and any physical restrictions.

Before my leave begins, I will ensure that all my current projects are updated and that a transition plan is in place for my team. I am happy to discuss how my responsibilities can be managed during my absence.

Thank you for your understanding and support regarding this health matter. Please let me know if there are any additional forms or procedures I need to complete for HR purposes.

Sincerely,

[Your Signature]
[Your Printed Name]