

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

To: [Manager's Name]
[Company Name]

Subject: Notice of Medical Leave for Surgery and Recovery

Dear [Manager's Name],

I am writing to formally notify you that I will be undergoing a medical procedure that requires a period of leave for surgery and subsequent recovery. My last day of work will be [Start Date of Leave].

Based on my physician's current assessment, I expect to be away from work until approximately [Expected Return Date]. I will keep you updated if there are any changes to this timeline following my procedure.

To ensure a smooth transition during my absence, I am working to complete [Current Project/Task Names] and will provide a status update for [Colleague's Name] to handle urgent matters while I am away. I have also attached the necessary medical documentation as required by company policy.

Please let me know if there are specific forms or additional steps I need to complete with the HR department before my leave begins.

Thank you for your support and understanding.

Sincerely,

[Your Signature]
[Your Printed Name]