

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

[Manager's Name]
[Company Name]

Subject: Outpatient Surgery and Recovery Leave Request

Dear [Manager's Name],

I am writing to formally request medical leave for an upcoming outpatient surgical procedure. The surgery is scheduled for [Surgery Date].

Based on my doctor's recommendations, I will require a recovery period of [Number] days. Therefore, I expect to be away from work starting [Start Date] and plan to return to my duties on [Return Date].

In preparation for my absence, I will complete [Project/Task Name] and ensure that all my current responsibilities are up to date. During my recovery, [Colleague's Name] has agreed to handle urgent inquiries regarding [Specific Area of Work].

I have attached the medical documentation confirming the necessity of this procedure and the required recovery timeline. I will keep you informed if there are any changes to my anticipated return date following my post-operative follow-up.

Thank you for your understanding and support.

Sincerely,

[Your Signature]
[Your Printed Name]