

Sample Formal Letter for Leave of Absence Due to Surgery

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title/Position]
[Company/Institution Name]
[Address]
[City, State, ZIP Code]

Subject: Request for Leave of Absence Due to Surgery

Dear [Recipient Name],

I am writing to formally request a leave of absence from [start date] to [end date] due to surgery that has been scheduled on [date of surgery]. My doctor has advised that I will require this period for recovery and post-surgical care.

I have made arrangements to ensure a smooth workflow in my absence, and I am confident that my responsibilities will be managed without disruption during this time. If needed, I am happy to assist in any way to minimize inconvenience, including documentation or briefings before my leave begins.

I kindly request your understanding and approval of my medical leave. I will provide any required medical certificates and keep you updated on my progress as needed. If my recovery takes longer than anticipated, I will inform you as soon as possible.

Thank you very much for your consideration regarding my health and circumstances. Please let me know if further information is needed.

Sincerely,
[Your Name]