**LEAVE LETTER**

Date:\_\_\_\_\_\_\_\_\_\_

Your Employer’s Name

Name of the Company

Office Address

Dear Sir or Madam,

I am writing to request a one-month medical leave of absence beginning\_\_\_\_\_\_\_\_\_\_\_\_\_, and ending\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I will be having surgery—my surgeon has ordered a minimum three-week recovery period (see doctor’s signed recommendation attached.)

I am happy to assist in handling any necessary preparations before beginning my leave, including training colleagues on upcoming projects. Thank you so much for your understanding.

Sincerely,  
(Your Name)