

Medical Leave Format for Surgery

Date: July 19, 2025

To: HR Manager

Subject: Request for Medical Leave Due to Surgery

Dear HR Manager,

I hope this message finds you well. I am writing to inform you that I will be undergoing a minor surgery on July 25, 2025, as recommended by my doctor. The recovery period is expected to take approximately two weeks.

Therefore, I request medical leave from July 24 to August 7, 2025. I have attached the medical certificate and surgery schedule for your reference. I will ensure a smooth handover of my current tasks before the leave begins.

Please confirm the approval of my leave.

Sincerely,

[Your Name]

[Employee ID]

[Contact Information]

