

Medical Leave for Surgery Letter

June 10, 2090

To: John Smith
Marketing Director
LGU Company
123 Business Street
Cityville, CA 90210

Dear **John Smith**,

I am writing to formally request a medical leave of absence due to an upcoming surgery that has been deemed necessary by my healthcare provider. As discussed in our previous conversation, I am scheduled to undergo knee reconstruction surgery on November 20, 2090, and anticipate requiring a recovery period that will extend through January 10, 2091.

My doctor has recommended this timeline to ensure a full and successful recovery, during which time I will be unable to carry out my regular work duties. I have attached the necessary documentation from my healthcare provider for your review and records. Please let me know if any additional information is required.

Sample Heart Surgery Letter

R Sanford



Sample Heart Surgery Letter:

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