**LEAVE OF ABSENCE LETTER FOR WORK EMAIL**

Subject: Medical Leave Request - Jonas Hemmingway

Dear Mr. Smith,

I would like to request a leave of absence for medical reasons. I will be having hernia surgery on September 1 and expect to return to work approximately three weeks later.

I can provide written documentation from the surgeon, if necessary.

Thank you very much for your consideration.

Sincerely,

Jonas Hemmingway