**LEAVE OF ABSENCE LETTER FOR WORK**

June 09, 20XX

(123) 456-7891  
abc@email.com  
  
Dear Ms. King,  
  
I am submitting this request for a leave of absence following an upcoming medical procedure on June 26. My doctor requires a recovery period of two weeks, so my leave will begin on June 28 and end on July 9, 20XX. I have attached her signed recommendation.

As per my doctor’s orders, I will be able to return to work on July 12, 20XX. Please let me know if there is anything I can do to assist in covering my workload during my absence.   
  
Thank you for your time and understanding.

Best regards,

Treyvon Moore