**LEAVE OF ABSENCE LETTER FOR WORK**

Aug. 8, 20XX   
  
Roberto Diaz ABC Company, Inc.

1234 E. Main St.

San Diego, CA 92101

Dear Mr. Diaz,

I am writing to request a one-month medical leave of absence beginning Monday, Sept. 10, and ending Wednesday, Oct. 10. 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,

Dave Smith