

Medical Leave Letter to HR

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

[HR Officer's Name]

[Address]

[City, State, Zip Code]

RE: Requesting Medical Leave of Absence

Dear [Name of Recipient,]

I am writing to request a leave of absence for medical reasons. I will be having a hysterectomy on [date] and will not be able to work for [# of days]. I plan to return to work on [date] if the recovery goes well. I am sorry for the inconvenience this may cause and appreciate your understanding. If you have any questions, please do not hesitate to contact me.

I have included a letter from my surgeon that explains why I need surgery and when it will take place. If any additional medical papers are required, I'd be delighted to provide them.

[Name] in my department will take responsibility for my clients, and I can be reach at [name@email.com] or at [phone number].

I would like to express my gratitude for your kind consideration in allowing me to take this time off.

Sincerely,

[Your Signature]

[Your Name]

[List of enclosures]