# Medical Leave Letter Example

Gene Trish
Resident Engineer
AECOM, USA

31/01/18

Jason Nick
HR Manager
AECOM, USA

Sub: Medical Leave

Dear Mr.Jason,

It is brought to your kind notice that I am having a minor back surgery scheduled on February 01, 2018. I am planning to rejoin office on February 15, 2018. Upon having a successful surgery, I will get rid of the pain that has been inhibiting my movements for many years. All the required paperwork is enclosed with the leave letter.

I am working very hard to complete all the projects being assigned to me before going on leave. I am also coordinating with my colleagues to ensure that they take care of my responsibilities in my absence without causing any inconvenience to you.

This surgery will really help me in focusing more on my job and becoming more productive. Your consideration regarding this issue is highly appreciated. In case of any emergency, please feel free to contact me on 0000 1111 2222.

Thanking you,

Yours faithfully,

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Gene Trish