

Formal Letter For Leave Application

Jacob Martin

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April 12, 2024

Ms. Laura Black

Human Resources Manager

Data Solutions Ltd.

234 Business Park Rd.

Atlanta, GA 30329

Dear Ms. Black,

I am writing to formally request a leave of absence for medical reasons. I have been advised by my physician to undergo a minor surgical procedure, which requires a recovery period of two weeks. Accordingly, I am requesting leave from April 25, 2024, to May 9, 2024.

I have attached a medical certificate from my doctor, outlining the need for surgery and the expected recovery time. I believe that addressing this health issue promptly will allow me to maintain my long-term productivity and continue contributing effectively to our team.

I have briefed my team about my upcoming absence and have arranged for my responsibilities to be covered during my leave. I am confident that my projects will

continue smoothly in my absence, and I am committed to resuming my duties immediately upon my return.

Please let me know if you need any further information or if there are forms and procedures I should complete before my leave begins. Thank you for considering my request.

Sincerely,

Jacob Martin