

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to inform you about my upcoming knee replacement surgery scheduled for [date of surgery]. This procedure is necessary due to [brief explanation of the medical condition, if comfortable sharing].

I will require time off from work for recovery, which my doctor estimates to be [number of weeks] weeks. I anticipate returning to my regular duties by [expected return date]. During my leave, I am committed to ensuring a smooth transition and will do my best to complete my ongoing projects and provide any necessary handover documentation.

Please let me know if there are any forms or processes I need to complete before my leave or if you would like to discuss this matter further. I appreciate your understanding and support during this time.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]
[Your Job Title]