**LEAVE OF ABSENCE LETTER**

**[Name]**

**[Address]**

**[Email address]**

**[Phone number]**

**Subject**: [Leave of Absence – Treyvon Moore]

June 1, 20XX

Dear Ms. King,

I am submitting this request for a leave of absence following an upcoming medical procedure on June 26. My doctor requires a recovery period of two weeks, so my leave will begin on June 28 and end on July 9, 20XX. I have attached her signed recommendation.

As per my doctor’s orders, I will be able to return to work on July 12, 20XX.

Please let me know if there is anything I can do to assist in covering my workload during my absence.

Thank you for your time and understanding.

Best regards,

**[Signature]**

Treyvon Moore

(919)-231-8124

Treymoore@creativesolutions.com