Gabriel Black

13, Victoria Apartments

New Jersey

23rd October, 2007.

To,

Mr. Rupert Wolfe

Manager

XYZ Company

New York.

Ref: Medical Leave Letter

Dear Mr. Wolfe,

I request you to kindly grant me one week’s medical leave starting from 1stNovember to 7th November as I have to undergo a surgery to remove the stones in my kidney.  I have been advised complete bed rest for atleast one week post the surgery on 1st November.

I have submitted all the relevant medical details to the HR Department.  I have also given my contact details to them in case anybody in the company wishes to reach me.

I shall resume work at the earliest pending approval from my doctor.  In case of any untoward development which prompts me to extend my leave I shall notify about it immediately so as to avoid any inconvenience.

I await your approval and sanction of the leave,

Thanking You,

Sincerely,

Gabriel Black