**[Date]**

**[The Coordinator]**  
**[Institute Name]**  
**[Institute Address]**

**(Sub: Sick Leave Application due to Surgery)**

Respected Sir/ Ma’am,

I am **[Name]**, **[Job destination]** at **[department name]** writing for leave for one week due to my operation/surgery. I have stones in my bladder and kidney as per my medical checkup after a very severe pain **[Show your actual cause and situation]**. The doctor recommended me to go for this operation as early as possible to avoid any damage to the bladder.

For this operation, I need leave for **[Duration Of Days]** from **[Date]** to **[Date]** and I will join the office back on next **[Date]**. On my return, I will submit my medical reports as evidence of this leave. Please consider this leave as informed and I will be happy if the company would pay me for these leave days because it's a natural sickness. I will be thankful to you.

Sincerely Yours,

**[Name]**  
**[Job Designation]**  
**[Contact No.]**  
**[Signature]**