

Official Maternity Leave Extension Apology

Subject: Formal Apology for Extended Maternity Leave

Dear Principal [Name],

I am writing to formally apologize for the extension of my maternity leave beyond the initially planned duration. I understand that this extension has created additional challenges for the school's staffing and planning arrangements.

Originally, I had planned to return on [original date], however, due to unexpected complications during delivery and recovery, my physician has advised an additional [number] weeks of leave. This medical recommendation is necessary for both my health and my newborn's wellbeing.

I deeply regret that this extension was not anticipated earlier, and I understand the difficulties this may present in terms of finding long-term substitute coverage and maintaining consistency for my students. I have been in regular contact with my substitute to ensure curriculum continuity and have provided detailed instructional materials.

I am committed to returning as soon as medically cleared and will work diligently to ensure a smooth transition back to my full responsibilities. I have attached the medical documentation supporting this extension as required by district policy.

Please accept my sincere apologies for any inconvenience this situation may have caused. I value my position at this school greatly and look forward to returning to serve our students with renewed energy and dedication.

Respectfully,

[Your Name]

[Employee ID]

[Department]

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