

Leave Extension Letter

Subject: Request for Leave Extension

Dear [Recipient's Name],

I hope this letter finds you in good health and high spirits. I am writing to request an extension of my leave from [start date] to [original end date]. I am currently on leave for [reason for leave], and due to unforeseen circumstances, I am unable to resume my duties as scheduled.

I understand that my absence may have caused inconveniences and disruptions to the regular operations of the company, and I sincerely apologize for any inconvenience caused. However, I am committed to fulfilling my responsibilities and ensuring a smooth transition during this extended period.

The reason for my request for an extension is [explain the reason briefly]. I have attached supporting documents, such as medical certificates or any other relevant documentation, to substantiate my request. I would be grateful if you could review my situation and grant me an extension until [proposed new end date].

During my absence, I have taken steps to ensure that my workload is managed efficiently. I have been in regular communication with my team members to provide guidance and support remotely. Moreover, I am available via email and phone to address any urgent matters that may arise during this time.

I assure you that I will resume my duties promptly upon my return and will make every effort to minimize any further disruptions. I understand the importance of my role within the company and will work diligently to catch up on any missed work and ensure a seamless transition back into my responsibilities.

I kindly request your understanding and support regarding my leave extension request. If there are any further details or discussions required, please do not hesitate to contact me at [your phone number] or [your email address]. I am available for a meeting at your convenience to discuss this matter further.

Thank you for your attention to this matter. I sincerely appreciate your understanding and consideration.

Yours faithfully,

[Your Name]