

I assure you that I will remain accessible during my leave extension and will be responsive to any work-related matters that require my attention. If necessary, I am open to discussing a modified work schedule or remote work arrangements to ensure continued contribution to ongoing projects.

I understand the challenges that my extended absence may pose, and I am grateful for your understanding and consideration of my request. I kindly request that you review and approve this leave extension request at your earliest convenience. I am eager to return to work as soon as I am able and will keep you updated regarding any changes to my circumstances.

Thank you for your attention to this matter. I appreciate the support and understanding of [Company/Organization Name] as I navigate through this challenging situation. Please do not hesitate to contact me at [Email Address] or [Phone Number] if you require any further information or need to discuss this matter further.

Sincerely,

[Your Name]

[Your Employee ID, if applicable]

[Your Department]

[Your Signature if sending a hard copy]

Enclosure: [If applicable, mention any documents attached to the letter, such as medical certificates, etc.]