

Maternity Leave Extension Letter Sample

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Employer's Name],

Subject: Request for Maternity Leave Extension

I hope this letter finds you well. I am writing to formally request an extension of my maternity leave, which was initially approved for [start date] to [end date]. Due to unforeseen circumstances and the well-being of both myself and my child, I would like to extend my leave for an additional [number of weeks] weeks. My current leave period is scheduled to end on [current end date], and I am seeking an extension until [proposed new end date].

I understand the importance of maintaining workplace productivity and have taken steps to ensure a smooth transition during my absence. I have delegated my responsibilities to [colleague's name or department], who is fully briefed and capable of handling any urgent matters that may arise in my absence. Additionally, I am willing to provide any necessary support and assistance during my extended leave, should it be required.

The decision to extend my maternity leave was not made lightly, and I have carefully considered the needs of both my family and the company. As an employee dedicated to my job, I want to ensure that I return to work fully prepared and able to perform at my best capacity. The extension will allow

me to have sufficient time to bond with my newborn and ensure their proper care before I resume my responsibilities at the workplace.

I am committed to maintaining open lines of communication during my extended leave and will keep you informed of any changes or updates that may affect my return date. I would greatly appreciate your understanding and support during this period.

Please find attached any necessary medical documentation, as required by the company's policy, to support my request for the maternity leave extension.

Thank you for considering my request. I look forward to your positive response. If you have any questions or require further information, please feel free to contact me.

Sincerely,

[Your Name]

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