

Medical complications requiring extended leave

Subject: Request for Maternity Leave Extension Due to Medical Complications

Dear [Manager's Name/HR Director],

I am writing to formally request an extension of my maternity leave beyond the originally approved period ending on [original end date]. Due to unexpected medical complications following my delivery on [delivery date], my healthcare provider has advised that I require additional recovery time before returning to work.

I have been experiencing [brief description of complications - e.g., postpartum complications, C-section recovery issues, etc.] which have significantly impacted my ability to resume normal activities. My physician, Dr. [Doctor's Name], has recommended an additional [number] weeks of medical leave to ensure proper healing and recovery.

I am requesting to extend my maternity leave until [new proposed return date]. I have attached the medical documentation from my healthcare provider supporting this request. I understand this may require coordination with my temporary replacement and am committed to providing any necessary information to ensure smooth operations during my extended absence.

I will keep you updated on my recovery progress and provide advance notice if any further adjustments to my return date become necessary. Thank you for your understanding and support during this challenging time.

I look forward to returning to work as soon as I am medically cleared and appreciate your consideration of this request.

Sincerely,

[Your Name]

[Your Position]

[Contact Information]

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