

Additional bonding time with newborn

Subject: Request for Extended Maternity Leave for Family Bonding

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to request an extension of my current maternity leave to allow for additional bonding time with my newborn, [baby's name], who was born on [birth date].

While I initially planned to return to work on [original return date], I have found that the bonding process with my child requires more time than I anticipated. This additional time is crucial for establishing breastfeeding, developing our parent-child bond, and ensuring my baby's smooth transition into our family routine.

I would like to request an extension of [number] weeks, with a new proposed return date of [new date]. I understand this may fall under unpaid family leave policies, and I am prepared to discuss the financial implications and any necessary arrangements.

During this extended period, I remain committed to staying informed about important developments within our team and can be reached via email for urgent matters that may require my input.

I greatly appreciate your consideration of this request and your continued support. Please let me know if you need any additional information or if we should schedule a call to discuss this further.

Warm regards,

[Your Name]

[Department]

[Phone Number]

Get more templates here:

<https://www.lettersandtemplates.com/letters/maternity-leave-extension-letter-sample>