

Delayed childcare arrangements requiring extension

Subject: Maternity Leave Extension Request - Childcare Arrangements

Dear [HR Manager's Name],

I am writing to request a brief extension of my maternity leave due to unexpected delays in securing appropriate childcare arrangements for my newborn.

My original return date was scheduled for [original date], however, our planned childcare provider has experienced unforeseen circumstances that have delayed their availability until [new childcare start date]. Despite extensive efforts to find alternative arrangements, I have been unable to secure reliable, quality childcare that meets our family's needs and standards.

I am requesting a [number] week extension of my maternity leave, with a revised return date of [proposed date]. This will allow sufficient time to finalize our childcare arrangements and ensure a smooth transition back to work without compromising the care and safety of my child.

I apologize for any inconvenience this may cause and am committed to minimizing disruption to our team's operations. I am available to discuss transition plans and can assist remotely with any critical matters during this brief extension period.

Thank you for your understanding and flexibility. I look forward to returning to work once these arrangements are properly established.

Best regards,

[Your Name]

[Employee ID]

[Email Address]

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