

Extension needed to support recovering partner

Subject: Maternity Leave Extension - Family Support Needs

Dear [Manager's Name],

I am writing to request an extension of my maternity leave to provide necessary support for my partner's recovery following our child's birth on [date].

My partner has experienced [brief description - e.g., complicated delivery, postpartum complications, etc.] and requires additional care and assistance during the recovery period. As the primary caregiver for both my newborn and my recovering partner, I need to extend my leave by [timeframe] to ensure both receive adequate care and support.

Our healthcare provider has recommended that my partner avoid strenuous activities for an additional [timeframe], during which time I need to be available to assist with:

- Newborn care and feeding schedules
- Transportation to medical appointments
- Household responsibilities and daily tasks
- Emergency support if complications arise

I am requesting to extend my leave until [proposed return date]. I understand this may impact our team's schedule and am willing to discuss ways to minimize disruption, including remote assistance for urgent matters if possible.

Thank you for your understanding and consideration during this important family time. I look forward to returning to work once my family situation stabilizes.

Sincerely,

[Your Name]

[Department]

[Contact Details]

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