

# Maternity Leave Extension Letter

[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],

I hope this letter finds you well. I am writing to formally request an extension of my maternity leave due to [medical/childcare] reasons. My original maternity leave period was scheduled to end on [original end date], but I am requesting an extension of [number of additional weeks] weeks, with a proposed new return-to-work date of [proposed new return-to-work date].

I understand the importance of my role at [Company Name], and I am committed to ensuring a smooth transition during my absence. To facilitate this, I have taken steps to [delegate my responsibilities/prepare necessary documentation/training my replacement] so that my team can continue to function efficiently in my absence.

I believe that this extension is necessary to ensure the well-being of both my child and myself during this crucial period. [Briefly explain the reasons for the extension, such as medical complications or childcare arrangements.]

I understand that my extended leave would be unpaid, as per company policy. I am prepared to comply with any documentation requirements or procedures necessary to formalize this request, and I am open to discussing the details of this arrangement further.

I assure you that I remain dedicated to my role at [Company Name] and will do everything I can to make the transition back to work as seamless as possible upon my return. I am committed to maintaining open lines of communication during my extended leave and will keep you updated on any changes in my circumstances that might affect my return-to-work date.

Thank you for your understanding and consideration of my request. I greatly appreciate the support that [Company Name] has provided to me throughout my time here, and I look forward to resuming my responsibilities as soon as possible.

Please let me know the appropriate steps to take to formalize this request and any further information you require from my end. I can be reached via email or phone at [Email Address] or [Phone Number].

Thank you once again for your understanding.

Sincerely,

[Your Name]