

Casual, Email

Subject: Maternity Leave Extension Request

Hi [Manager/HR Name],

I hope you're doing well. I wanted to let you know that I need to extend my maternity leave beyond [Original End Date] due to [personal reasons/childcare needs]. Would it be possible to extend it until [Proposed New End Date]?

Thanks so much for your understanding. I really appreciate your support.

Best,

[Your Name]

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