

Extended Maternity Leave Letter for Teacher

Subject: Request for Extension of Maternity Leave

Dear [Principal's Name],

I hope this message finds you well. I am currently on maternity leave and was scheduled to return on [Original Return Date]. However, due to [reason such as recovery time or childcare arrangements], I would like to request an extension of my leave until [New Return Date].

I understand the importance of classroom stability and am willing to assist in coordinating with the substitute teacher to ensure lessons continue smoothly. I appreciate your consideration and support.

Sincerely,

[Your Name]

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