

Employee Extension Request - Professional

Subject: Request for Maternity Leave Extension

Dear [Manager's Name],

I am currently on maternity leave, which was scheduled to conclude on [Original Return Date]. I am writing to request an extension of my leave for an additional [Number] weeks, with a revised return date of [New Return Date].

This extension is necessary due to [brief explanation: medical recovery complications/childcare arrangements/bonding time/doctor's recommendation]. I have attached supporting documentation from my healthcare provider regarding this matter.

I understand this may require adjustments to the current coverage arrangements, and I apologize for any inconvenience this may cause. I remain committed to returning to my position and resuming my responsibilities as soon as circumstances permit.

Please let me know if you need any additional information to consider this request. I am available to discuss this matter at your convenience.

Thank you for your continued understanding and support.

Sincerely,

[Your Name]

[Date]

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