

Medical Complication Leave Extension - Serious

Subject: Urgent Medical Leave Extension Request

Dear [Manager's Name] and [HR Contact],

I am writing to inform you of an urgent situation requiring an extension of my maternity leave beyond the originally approved period ending [Date].

I have experienced medical complications following childbirth that require additional recovery time and ongoing medical care. My physician has advised that I will not be medically cleared to return to work until approximately [Date]. I have attached a medical certificate detailing the situation and the recommended leave extension.

I understand this creates challenges for the team, and I sincerely apologize for the unforeseen circumstances. I am requesting an additional [Number] weeks of leave to ensure proper recovery and medical clearance before resuming my duties.

Please advise on the necessary procedures and documentation required to formalize this extension.

I am committed to staying in communication regarding my recovery progress and will provide updates as my situation evolves.

Thank you for your understanding during this difficult time.

Sincerely,

[Your Name]

[Date]

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