

Extended Maternity Leave Request Letter

Subject: Request for Extended Maternity Leave

Dear [Manager's Name],

I am currently on maternity leave, which is scheduled to end on [Original Return Date]. However, due to [reason such as medical recommendation, childcare arrangements], I would like to request an extension of my maternity leave until [New Return Date].

I hope that this request can be accommodated, and I am willing to discuss possible flexible arrangements upon my return if needed. I greatly appreciate your support and understanding during this period.

Sincerely,

[Your Name]

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