

Standard professional extension request

Subject: Medical Leave Extension Request

Dear [Manager's Name/HR Director],

I am writing to formally request an extension of my current medical leave, which was initially approved through [original end date]. Due to my ongoing medical condition and my physician's recommendations, I require additional time off to ensure a complete recovery.

My doctor has advised that I need an additional [number] weeks/months of medical leave, extending my anticipated return date to [new date]. I have attached the updated medical certification from my healthcare provider supporting this extension request.

I understand the impact my extended absence may have on our team and operations. I am committed to maintaining communication regarding my recovery progress and will provide regular updates as appropriate. If there are any forms or documentation you need me to complete, please let me know.

Thank you for your understanding and continued support during this challenging time. I look forward to returning to work at full capacity as soon as medically cleared.

Sincerely,

[Your Name]

[Employee ID]

[Contact Information]

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