

Emotional and personal tone extension

Subject: Extension of Medical Leave - Personal Request

Dear [Supervisor's Name],

I hope this message finds you well. I am reaching out with a heavy heart to request an extension of my medical leave, which was scheduled to end on [date].

This has been an incredibly difficult journey for me and my family. While I had hoped to return by the original date, my recovery has taken longer than anticipated. My healthcare team has strongly advised that I take additional time to focus on my healing, both physically and emotionally.

I am requesting an extension of [time period], with a revised return date of [new date]. I know this places additional burden on our team, and I am truly sorry for any inconvenience this may cause.

Please know that this decision was not made lightly, and I am doing everything possible to expedite my recovery.

I miss being part of our team and contributing to our shared goals. I am hopeful that this additional time will allow me to return stronger and more capable than before.

Please let me know if you need any additional documentation or if there's anything I can do to help with the transition during my extended absence.

With gratitude for your patience and understanding,

[Your Name]

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