

Immediate extension due to complications

Subject: URGENT - Medical Leave Extension Due to Complications

Dear [HR Manager/Supervisor],

I am writing to inform you of an urgent change in my medical situation that requires an immediate extension of my current medical leave.

Unfortunately, I have experienced unexpected medical complications that have significantly impacted my recovery timeline. My physician has determined that I am not medically cleared to return to work as originally planned on [date] and has ordered additional treatment and recovery time.

This extension is effective immediately and is expected to last approximately [time period], with a tentative return date of [new date]. I am attaching the emergency medical documentation from my healthcare provider that details the complications and necessity for extended leave.

I understand this creates challenges for scheduling and coverage. I will keep you updated on my condition as it develops and will provide advance notice if any further changes to my return date become necessary.

Please contact me if you need any immediate information or have questions about my situation.

Urgently yours,

[Your Name]

[Date]

[Phone Number]

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