

Casual tone extension email

Subject: Quick Update - Need More Time Off

Hi [Manager's Name],

Hope you're doing well! I wanted to touch base about my medical leave situation. I was hoping to be back by [original date], but unfortunately, my recovery is taking a bit longer than expected.

My doctor wants me to take another [time period] to make sure I'm fully healed before jumping back into work. I know this isn't ideal timing, especially with [mention any relevant projects or busy periods], but I want to make sure I come back 100% ready to contribute.

My new target return date is [date]. I'll definitely keep you posted if anything changes, and I'm happy to help with any transition stuff remotely if needed and if my health allows.

Thanks for being so understanding about all this. I really appreciate the support from you and the team.

Talk soon,

[Your Name]

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