

Mental health focused extension

Subject: Medical Leave Extension - Mental Health Treatment

Dear [HR Director/Manager],

I am writing to request an extension of my current medical leave to continue addressing my mental health needs. My initial leave period expires on [date], and my treatment team has recommended continued time away from work to ensure proper recovery.

Mental health recovery requires adequate time and cannot be rushed. My psychiatrist and therapist have both advised that an additional [time period] of leave is necessary for me to engage fully in treatment and develop the coping strategies needed for a successful return to work.

I am requesting an extension through [new end date]. During this time, I will continue with my intensive treatment program, which includes therapy sessions, medication management, and wellness activities designed to support my recovery.

I understand the importance of my role and am committed to returning when I am mentally and emotionally prepared to perform at my best. I believe this additional time will ultimately benefit both my personal well-being and my professional contributions.

Please let me know what documentation you require to process this extension request.

Respectfully,

[Your Name]

[Date]

Get more templates here:

<https://www.lettersandtemplates.com/letters/medical-leave-extension-letter>