

Official notification of extended maternity leave

Subject: Request for Extended Maternity Leave

Dear [Manager's Name],

I am writing to request an extension of my maternity leave beyond the original return date of [original return date]. Due to medical advice and family needs, I would like to extend my leave until [new return date].

I understand the importance of ensuring that work responsibilities are managed effectively, and I will coordinate with [colleague's name] to ensure the continuity of my role during my absence.

Thank you for your consideration and support.

Sincerely,

[Your Full Name]

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