

Leave Extension Request Email

Subject: Request to Extend Sick Leave - [Your Name]

Dear [Manager/HR Manager Name],

I am currently on approved sick leave until [Original End Date]. Unfortunately, my recovery is taking longer than initially anticipated, and my doctor has advised that I need additional time before returning to work.

I am requesting an extension of my sick leave through [New End Date]. I have attached an updated medical certificate from Dr. [Name] supporting this extension and confirming the continued need for rest and treatment.

I sincerely apologize for any inconvenience this extended absence may cause. I remain committed to my recovery so that I can return to full productivity. I am happy to discuss transition arrangements or provide any additional information you may need.

Please let me know if you require further documentation or if there are any procedures I should follow for this extension request.

Thank you for your understanding and continued support.

Regards,

[Your Name]

[Employee ID]

[Contact Information]

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