Extended Leave Sample Letter

Your Name
Street Address
City, State and Zip code
Phone number

Date

Employer
Attention: Human Resource Manager
Street Address
City, State and Zip code

Dear (Human Resource Director's Name):

I am writing to you today to ask for an extension on my current maternity leave. My scheduled leave is from (date) to (date). However, I would like to request that (additional time) be added to my leave, making my return (date). I am requesting this extended leave due to (state reason for extension).

I have spoken with (supervisor) and (temporary replacement), and both have expressed an ability to continue managing my workload during this additional time.

Thank you for your understanding.

Sincerely,

Name
cc: Supervisor

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