

Formal Leave Extension for Health Reasons

Subject: Request for Leave Extension

Respected [HR Manager's Name],

I am currently on medical leave from [start date] to [original end date]. Unfortunately, my recovery is slower than anticipated, and I am advised by my doctor to extend my leave until [new end date].

I request your kind approval for this extension and assure you that I will submit all required medical documents for verification.

Thank you for your understanding.

Sincerely,

[Your Name]

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