

Medical Leave Extension Email

Subject: Request for Extension of Medical Leave

Dear [HR/Manager's Name],

I am currently on medical leave due to [briefly describe illness or condition]. My doctor has advised that I require additional rest and recovery time. Therefore, I request an extension of my leave until [new date].

I have attached my updated medical certificate for your reference. I hope for your understanding and approval, and I assure you I will resume duties as soon as I am medically fit.

Thank you for your consideration.

Sincerely,

[Your Name]

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