

Request for extending maternity leave period

Subject: Request for Extension of Maternity Leave

Dear [HR/Manager Name],

I am currently on maternity leave that commenced on [Start Date]. Due to [medical/recovery reasons], I would like to request an extension until [New End Date].

I will remain in contact for any urgent matters and will ensure that my responsibilities are covered during this extended period. Thank you for considering my request.

Sincerely,

[Your Name]

[Department/Position]

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