

Request for extended maternity leave

Subject: Request for Extended Maternity Leave

Dear [Manager's Name],

I am writing to request an extension of my current maternity leave beyond the standard 12-week period. Based on my recovery progress and childcare considerations, I would like to extend my leave by an additional [Number] weeks, with a revised return date of [New Date].

I understand that this extended leave may be unpaid and that I will need to maintain my health insurance coverage independently during this additional period. I am willing to discuss flexible arrangements, such as a gradual return to work or part-time schedule, if that would be beneficial for both the company and my situation.

I have been in contact with [Colleague covering duties] who has agreed to continue covering my responsibilities during this extended period. I remain committed to ensuring a smooth transition and am available to provide guidance remotely when necessary.

I would appreciate the opportunity to discuss this request with you and explore available options under company policy. Thank you for considering my request and for your continued support.

Sincerely,

[Your Name]

[Contact Information]

[Date]

Get more templates here: <https://www.lettersandtemplates.com/letters/pregnancy-leave-letter>