

Parental Leave Extension Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an extension of my parental leave, which is currently set to end on [Current End Date]. Due to [brief explanation of your situation, e.g., unforeseen circumstances, health issues, etc.], I would greatly appreciate the opportunity to extend my leave until [Requested End Date].

As you are aware, the company's policy allows for parental leave adjustments, and I believe that this extension will enable me to provide the necessary care for my family during this critical time. I have ensured that my responsibilities are managed and am committed to maintaining a smooth workflow in my absence.

I am keen to return to work and contribute to the team effectively once my parental duties allow. Your understanding and support in this matter would mean a great deal to me.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]