

# Request for Extension of Parental Leave

Date: [Insert Date]

To: [Supervisor's Name]

Title: [Supervisor's Title]

Company: [Company Name]

Dear [Supervisor'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 reason for extension request], I would like to extend my leave until [new requested end date].

Additionally, I would like to propose a flexible work arrangement upon my return, allowing me to [brief explanation of the desired flexible arrangement, e.g., work remotely, adjust hours, etc.]. I believe this will enable me to balance my responsibilities effectively while still contributing to our team's goals.

I appreciate your understanding and support, and I am happy to discuss this further at your convenience. Thank you for considering my request.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]