

Request for Extension of Parental Leave

Date: [Insert Date]

To,

[Supervisor's Name]

[Company's Name]

[Company's Address]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request an extension of my parental leave due to unforeseen personal circumstances.

As you know, I have been on parental leave since [Start Date], and my current leave is set to conclude on [End Date]. However, due to [briefly explain personal circumstances], I am unable to return to work as initially planned.

I kindly request an extension of my parental leave until [New Requested End Date]. I believe this additional time will allow me to adequately manage my situation and ensure a smooth transition back to work.

Thank you for considering my request. I appreciate your understanding, and I am happy to provide any further information if needed.

Looking forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]