

# Response to Unpaid Leave Request Extension

Dear [Employee's Name],

Thank you for your request to extend your unpaid leave of absence. We understand the importance of your situation and appreciate your communication regarding your extended needs.

After careful consideration, we are pleased to inform you that your request for an extension of your unpaid leave has been approved. Your new return date will be [New Return Date].

Please ensure to keep us updated on your situation and let us know if there are any further changes. We value your contribution to our team and look forward to your return.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]