

Family Leave Extension Approval Notification

Dear [Employee's Name],

We are writing to inform you that your request for an extension of your family leave has been approved. Your new leave period will extend from [Original End Date] to [New End Date].

Please ensure that you keep your supervisor informed of your situation and any changes in your plans. We appreciate your commitment to both your family and your role here at [Company Name].

If you have any questions or require further assistance, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Company Name]