

Request for Extended Sick Leave

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally request an extension of my sick leave due to [reason for illness, e.g., a medical condition, recuperation from surgery, etc.]. My current leave is set to expire on [current leave end date], and I would like to extend it until [requested leave end date].

During my absence, I will ensure that all my responsibilities are covered by [Colleague's Name/Plan for work coverage]. I will keep in touch via email/phone and will do my best to assist with any urgent matters remotely.

Please let me know if you require any further information or documentation from my healthcare provider regarding my condition. Thank you for your understanding and support during this time.

Sincerely,

[Your Name]