

Request for Illness Leave Extension

Date: [Insert Date]

To: [Supervisor/Manager's Name]

[Company Name]

[Company Address]

Dear [Supervisor/Manager's Name],

I am writing to formally request an extension of my current illness leave, which is due to [briefly explain illness, e.g., a medical condition]. My original leave was scheduled to end on [original end date]. However, my doctor has advised that I require additional time to fully recover.

As such, I would like to extend my leave until [new requested end date]. I understand the importance of my responsibilities at [Company Name] and assure you that I will do my utmost to ensure a smooth transition during my absence.

Please let me know if you require any further documentation, such as a medical certificate, to process this request.

Thank you for your understanding and support during this time. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]