

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Human Resources Department

Company Name

Company Address

City, State, Zip Code

Dear [HR Manager's Name],

I am writing to formally update my current military leave status due to personal circumstances that have risen since my last correspondence. As a member of the [Your Military Branch] I am required to fulfill certain obligations that have changed.

Due to [brief explanation of the personal circumstances, e.g., "a family emergency"], I will need to extend my leave by [number of weeks/months]. I will do my best to keep you updated on the situation and anticipate returning to work on [expected return date].

Please let me know if you need any additional documentation or have any forms I should complete during this period. Thank you for your understanding and support.

Best regards,

Your Full Name

Your Position