

Medical Leave Extension Request

Date: [Insert Date]

To,

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an extension of my medical leave, which is currently set to expire on [original end date]. Due to [brief explanation of medical condition], my doctor has advised me to extend my leave until [new requested end date].

I understand the impact of my absence and am committed to ensuring a smooth transition and handover of my responsibilities. I am happy to assist in preparing for my leave and will remain available via email for any urgent matters.

Thank you for your understanding and support during this time. Please let me know if you require any additional documentation or information.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]