

Leave Extension Letter Due to Personal Reasons Template

[Your Name]
[Your Position]
[Department/Team]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request an extension of my current leave of absence due to personal reasons. As you are aware, I have been on leave since [start date of leave], due to [brief mention of reason, e.g., a family health issue]. Unfortunately, the situation has not resolved as anticipated, which necessitates my continued absence from work.

After consulting with my [relevant party, e.g., family members, doctor], I find that I must extend my leave to manage these circumstances effectively. I am hopeful that this extension will allow me to address these personal issues fully and return to work with the ability to contribute effectively.

As such, I kindly request that my leave be extended until [proposed return date]. During this period, I have arranged for [Colleague's Name] to cover my duties, ensuring continuity and no disruption to our team's output.

I have briefed them on all ongoing projects and am confident in their ability to manage these responsibilities effectively. I am also available to provide any remote support needed during this period.

I apologize for any inconvenience my extended absence may cause and appreciate your support and understanding during this challenging time. Please let me know if there are any forms or additional documentation that I need to complete at this juncture.

Thank you for considering my request. I look forward to your positive response. Please feel free to contact me at my personal number or email should you need further information or wish to discuss this in more detail.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Position]