

## Leave Extension Letter for Medical Treatment Template

**[Your Name]**  
**[Your Job Title]**  
**[Your Department]**  
**[Date]**

**[Recipient's Name]**  
**[Their Job Title]**  
**[Company's Name]**  
**[Company's Address]**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an extension of my medical leave, initially granted from [original leave start date] to [original leave end date], due to necessary ongoing medical treatment.

As you are aware, I have been receiving treatment for [brief description of medical condition], and while I hoped to return to work by now, my medical team has advised prolonging my absence from work to ensure a complete and thorough recovery. Attached are the updated medical documents and a letter from my physician recommending an additional [number of weeks/months] of leave.

I am requesting an extension of my leave until [new proposed return date]. I understand the challenges my extended absence may pose to our team, and I have outlined a few suggestions below on how my responsibilities could be managed during my continued leave:

- **[Task or Project 1]:** Could be managed by [Colleague's Name] who has assisted me with this in the past.

- **[Task or Project 2]:** I can offer remote support for this task, health permitting, to ensure continuity.
- **[Any other arrangement]:** Description of the arrangement.

I am committed to maintaining open lines of communication and will provide timely updates on my health status and expected return date. I am hopeful for your understanding and support during this challenging period, as I aim to return to my position with the ability to contribute effectively.

Thank you very much for considering my request for an extension of my medical leave. I appreciate your understanding and support.

Sincerely,

[Your Name]

[Your Contact Information]

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**Note:**

- Replace placeholders (e.g., [Your Name], [original leave start date]) with your specific details.
- Attach all relevant medical documentation as mentioned in the letter.
- Ensure the tone is professional and the request is clearly stated.