

[Your Name]
[Your Job Title]
[Date]

[Manager's Name]
[Company Name]

Subject: Request for Extension of Unpaid Leave of Absence

Dear [Manager's Name],

I am writing to formally request an extension to my current unpaid leave of absence, which was originally scheduled to end on [Original End Date].

Due to [briefly state reason, e.g., ongoing medical recovery / personal family matters], I find that I am unable to return to work on the expected date. I would like to request an extension until [New Proposed End Date].

I understand the impact this may have on the team. I remain committed to my role and plan to return to work full-time on [Date of Return]. During my absence, I can be reached via email at [Email Address] if there are urgent questions regarding my previous projects.

Thank you for your understanding and for considering my request for additional time. I look forward to your response.

Sincerely,

[Your Signature]
[Your Printed Name]