

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Manager's Name]
[Title]
[Company Name]
[Company Address]

Subject: Extension of Caregiver Leave of Absence - [Your Name]

Dear [Manager's Name],

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

Due to ongoing medical and care requirements for [Family Member's Name/Relationship], I find it necessary to request additional time away from my duties. I would like to extend my leave until [New Requested Return Date].

Attached you will find updated documentation from the healthcare provider confirming the necessity of this extension and the expected timeframe for recovery/care. During my absence, I will remain available via email for any urgent questions regarding my transition or work tasks.

I am committed to my role at [Company Name] and look forward to returning to work once the situation has stabilized. Thank you for your understanding and support during this difficult time.

Sincerely,

[Your Signature]

[Your Printed Name]