

[Your Name]
[Your Job Title]
[Your Employee ID]

[Date]

[Manager's Name]
[Company Name]
[Department]

Subject: Notification of Delayed Return to Work - [Your Full Name]

Dear [Manager's Name],

I am writing to formally notify you that I will be unable to return to work on [Original Return Date] as previously scheduled. Due to [briefly state reason: e.g., ongoing health issues / unforeseen personal circumstances], I am requesting to extend my absence.

Based on my current situation, I now expect to return to my duties on [New Expected Return Date]. I will keep you updated if this date changes as I receive further information.

I have attached [mention any supporting documents, e.g., a doctor's note] for your records. During my extended absence, I can be reached via [email/phone] should you have any urgent questions regarding my current projects.

I apologize for any inconvenience this delay may cause the team and appreciate your understanding.

Sincerely,

[Your Signature]
[Your Printed Name]