Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To:

Name of the recipient   
Address of the recipient,

From:

Name of the manager,  
Company’s name:  
Contact details

**Subject: Unpaid maternity leave extended**

I hope this letter finds you well. We have received your request for an extension on your unpaid maternity leave. After a thorough investigation, the company has decided to extend your maternity leave.

I am so sad to learn that you and your baby have been going through some health complications after delivery and your doctor has asked you to take a rest.

Your maternity leave has been extended for two weeks and now you are supposed to make a comeback to work on 14th December 20XX. I wish you a quick recovery and good health for you and your baby. You are a strong woman, and the company will love to have you back. If you have any questions, feel free to contact me.

Miss Sara.

Yours sincerely,

Signatures of the sender

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_