

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Manager's Name],

Subject: Request for Extension of Notice Period

I hope this message finds you well. I am writing to formally request an extension of my notice period, originally set to conclude on [original end date], due to [brief reason for the request, e.g., ongoing projects, personal reasons].

I would like to propose extending my notice period by [number of weeks/months], with a new end date of [new proposed end date]. This extension would allow me to assist in the transition of my responsibilities and ensure a smooth handover process.

I am committed to facilitating this change and would appreciate your understanding and support regarding my request.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]  
[Your Job Title]