

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

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

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally request an extension of my notice period following my resignation submitted on [original resignation date]. My last working day was scheduled for [original last working day], and I would like to request an extension until [new requested last working day] due to [brief reason for the extension request, e.g., ongoing projects, transition planning, etc.].

I believe this additional time will help ensure a smooth transition and allow me to complete my responsibilities effectively.

Thank you for considering my request. I am open to discussing this matter further and hope to reach a mutually agreeable solution.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]