

[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],

I hope this message finds you well. I am writing to formally request an extension of my notice period due to [brief reason for extension].

Initially, my last working day was scheduled for [original end date].

However, I would greatly appreciate the opportunity to extend my notice period to [proposed new end date]. This additional time will allow me to ensure a smooth transition and complete my outstanding responsibilities.

I understand that this request may require adjustments to the team's plans, and I am committed to assisting in any way necessary during this extended period.

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

Sincerely,

[Your Name]