

[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, currently set to end on [original end date]. Due to [brief explanation of circumstances, e.g., a project that requires my assistance or personal reasons], I kindly ask if it would be possible to extend my notice period to [new proposed end date].

I believe this extension will allow for a smoother transition and ensure that all responsibilities are handed over effectively. I appreciate your understanding and support in this matter.

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

Sincerely,
[Your Name]