

[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 reasons, e.g., personal circumstances, project completion, etc.].

I understand the importance of ensuring a smooth transition and would like to offer my assistance in training my replacement or wrapping up ongoing projects. I am therefore requesting an additional [number of weeks/days] to fulfill my responsibilities effectively.

I appreciate your understanding and consideration of my request. Please let me know a convenient time for us to discuss this further.

Thank you for your support.

Sincerely,

[Your Name]