

[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 Notice Period Extension

I hope this message finds you well. I am writing to formally request an extension of my notice period, which is currently set to end on [Original End Date]. Due to [brief explanation of reason for extension], I kindly ask to extend my notice period to [Proposed New End Date].

I understand the importance of a smooth transition, and I am committed to ensuring that all my responsibilities are managed effectively during this time. I would greatly appreciate your consideration of my request, and I am open to discussing any adjustments or requirements you may have.

Thank you for your understanding and support.

Sincerely,

[Your Name]