

Subject: Request for Notice Period Extension

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 conclude on [original end date], due to [brief reason for extension request].

I believe that an extension until [proposed new end date] would allow for a smoother transition, ensuring that all my responsibilities are adequately handed over and that my projects are completed satisfactorily. I appreciate your understanding and support regarding this matter. Please let me know if we can discuss this further.

Thank you for considering my request.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]