

Subject: Request for Extension of Notice Period

Dear [Manager's Name],

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 reason for request, e.g., ongoing projects, personal commitments], I would greatly appreciate an extension until [proposed new end date].

I understand the importance of my responsibilities during this transition, and I am committed to ensuring a smooth handover of my tasks. I am willing to assist in training my replacement or wrapping up any outstanding projects to facilitate this process.

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

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Date]