

[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, e.g., unforeseen personal circumstances], I would greatly appreciate your consideration in allowing an extended notice period until [new proposed end date].

I understand the importance of a smooth transition and am committed to ensuring that my responsibilities are managed effectively during this time. I am willing to assist in training my replacement and ensuring that all tasks are completed.

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

Sincerely,

[Your Name]  
[Your Job Title]