

[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 Extension of Notice Period

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 [briefly state the reason for the request, e.g., personal circumstances, ongoing projects, knowledge transfer].

I understand the importance of a smooth transition and am committed to ensuring all my responsibilities are effectively managed before my departure. I propose extending my notice period by [number of weeks/days] to [New Proposed End Date]. This additional time will allow me to [explain how the extension will benefit the company, e.g., finish outstanding projects, train my replacement].

I appreciate your consideration of my request and am open to discussing this matter further. Thank you for your understanding, and I look forward to your positive response.

Sincerely,

[Your Name]
[Your Job Title]