

****Subject:** Request for Notice Period Extension**

****[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],

I hope this message finds you well. I am writing to formally request an extension of my notice period, currently scheduled to end on [original end date]. Due to [briefly explain reason, e.g., unforeseen circumstances, personal matters], I kindly ask for an additional [number of days/weeks] to ensure a smooth transition.

I appreciate your understanding and support regarding this matter. I am committed to completing my responsibilities and will ensure all tasks are handed over efficiently.

Thank you for considering my request. I look forward to your favorable response.

Best regards,

[Your Name]

[Your Job Title]