

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient 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, which is currently set to end on [original end date]. Due to [brief explanation of the reason for the request, e.g., unforeseen personal circumstances, needing more time to transition responsibilities, etc.], I would greatly appreciate the opportunity to extend my notice period by [number of weeks/days you wish to extend]. I understand the importance of a smooth transition and am committed to ensuring that my responsibilities are handed over effectively. I am willing to assist in training my replacement or completing any outstanding tasks during the extended period.

Thank you for considering my request. I appreciate your understanding, and I look forward to your positive response.

Sincerely,

[Your Name]
[Your Job Title]