

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company Name]  
[Company 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 regarding my resignation. As per my initial notice, my last working day is scheduled for [original last working day]. However, due to [reason for requesting an extension, e.g., project commitments, transitional responsibilities], I would like to request an extension until [proposed new last working day].

I believe that this additional time will allow me to ensure a smoother transition and handover of my responsibilities. I appreciate your understanding and support in this matter.

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

Sincerely,

[Your Name]