

[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],

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, originally set to end on [original end date], due to [brief reason for the request, e.g., unforeseen circumstances, personal matters].

I would like to propose extending my notice period by [number of weeks/days you are requesting] to ensure a smooth transition and provide ample time for my responsibilities to be handed over effectively. I am committed to assisting in any way possible during this period to facilitate the transition.

I appreciate your understanding and support in this matter. Thank you for considering my request. I look forward to your response.

Best regards,

[Your Name]
[Your Job Title]
[Your Department]