

[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 due to [brief reason for the request, e.g., personal circumstances, project completion, etc.].

I understand that my original notice period is set to end on [original end date], and I would like to propose extending it until [proposed new end date]. This extension would allow me to ensure a smooth transition and complete my outstanding responsibilities effectively.

I appreciate your consideration of my request and am willing to discuss this further at your earliest convenience. Thank you for your understanding.

Sincerely,
[Your Name]