

[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 to Extend Notice Period

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 explanation of the reason for extension], I kindly ask if it would be possible to extend my notice period to [new proposed end date]. I believe this will allow me to [mention any benefits of extending the notice period, such as completing ongoing projects or transitioning responsibilities].

I appreciate your understanding and support regarding this matter. Please let me know if we can discuss this further at your earliest convenience. Thank you for considering my request.

Sincerely,
[Your Name]