

[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],

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, which is currently set to end on [Original End Date]. Due to [brief explanation of reason, e.g., personal circumstances, ongoing projects], I kindly ask for an extension of [number of weeks/days] to allow for a smoother transition.

I understand the importance of my responsibilities and am committed to ensuring that all my work is completed and handed over effectively. I appreciate your understanding and consideration of my request.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Job Title]