[Your Name]

[Your Address]

[City, State Zip Code]

[Your Phone Number]

[Your Email Address]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

[City, State Zip Code]

Dear [Mr./Ms. Last Name or Appropriate Title],

Please accept this letter as formal notification of my resignation from the position of [Your Job Title] at [Company Name].

I understand that the standard notice period outlined in my employment agreement is [Standard Notice Period]. However, due to [Reason for Extension Request, e.g., ongoing critical projects, personal circumstances], I respectfully request an extension of my notice period until [Proposed Last Day of Work].

This additional time will allow me to ensure a smooth and comprehensive transition of my responsibilities. During this extended notice period, I will make every effort to complete any outstanding tasks, train my replacement, and provide detailed documentation to facilitate a seamless handover process.

I remain committed to the successful completion of any ongoing projects or tasks under my purview. Please feel free to call upon me for consultation or support during this transition period to ensure continuity and minimize disruptions.

I would like to express my sincere gratitude for the opportunities and experiences I have gained during my time at [Company Name]. Working alongside such a talented and dedicated team has been truly rewarding, and I will carry the lessons learned with me as I embark on this new chapter.

Thank you for your understanding and consideration of my request for an extended notice period. I wish you and the entire team continued success in the future."

Sincerely,

[Your Handwritten Signature (for hard copy letter)]

[Your Name]