

Resignation Letter with Notice Extension

[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 am writing to formally resign from my position at [Company's Name], effective [Original Last Working Day]. However, I would like to request an extension of my notice period to [New Last Working Day] in order to assist with the training of my replacement.

During this extended period, I aim to ensure a smooth transition and share my knowledge with the new hire to ensure they are adequately prepared for their role. I believe this will be beneficial for both the team and the company.

Thank you for the opportunities for professional and personal development that you have provided me during my time at [Company's Name]. I appreciate your understanding regarding my decision and the additional time for training.

Sincerely,

[Your Name]