

Subject: Resignation Letter with Request for Extended Notice Period

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] with [Company Name], effective [Proposed Last Working Day], which is [Number of Weeks/Months] from today. This decision was not made lightly, and I am grateful for the opportunities and experiences I have gained during my time with the team.

In accordance with my employment contract, I understand the standard notice period is [Standard Notice Period]. However, in the interest of ensuring a seamless transition and to provide ample time for the handover of my responsibilities, I kindly request an extended notice period of [Proposed Extended Notice Period]. I hope this will allow sufficient time to complete ongoing projects and assist in training my replacement, should you find it helpful.

I am committed to ensuring that the transition is as smooth as possible and am happy to discuss how I can support this process. Please let me know if there are any specific tasks or areas you would like me to prioritize during this period.

Thank you once again for the guidance, support, and opportunities I have received throughout my tenure at [Company Name]. I deeply appreciate my time here and look forward to maintaining a positive relationship in the future.

Sincerely,

[Your Full Name]

[Your Position]

[Your Contact Information]