

[INSERT DATE]

Dear [INSERT MANAGER'S NAME],

Please accept this letter as notice of my resignation from the position of [INSERT JOB TITLE] at [INSERT COMPANY].

Although my employment contract states a required notice period of [INSERT NOTICE PERIOD LENGTH], I would like to extend this to [INSERT REQUESTED NOTICE PERIOD LENGTH], completing my employment on [INSERT LAST DAY YOU INTEND TO WORK]. I hope to use this extra time to complete the projects I am currently working on and arrange a comprehensive handover for my replacement..

I have enjoyed being a part of the team and am thankful for the opportunities you have given me during my time here.

I hope that I can rely on you for a positive reference in future.

Yours sincerely

[INSERT NAME]